SOLUTRANS

19 - 23 NOV 2013 LYON • EUREXPO

Exhibitor's Guide

an event by

comexposium

The place to be

SOLUTRANS

19 - 23 NOV 2013 LYON • EUREXPO

Contacts

an event by

comexposium

The place to be

Contacts

Contacts SOLUTRANS

SOLUTRANS, a FFC trade-show
(Fédération Française de la Carrosserie)

Patrick CHOLTON
President of the show
Ph : +33 (0)1 44 29 71 00

COMEXPOSIUM
Organiser of SOLUTRANS

Director of the show

Mario FIEMS
Ph : + 33 (0)1 76 77 13 08
mario.fiems@comexposium.com

Sales

Henri TCHEN
Sales Executive
Ph : +33 (0)1 76 77 11 22
henri.tchen@comexposium.com

Isabelle SECK
Sales Manager
Ph : + 33 (0) 1 76 77 15 83
isabelle.seck@comexposium.com

Frédérique BRUNET
Sales Manager
Ph : + 33 (0) 1 76 77 11 84
frederique.brunet@comexposium.com

Customer relations

Emilie DARIUS
Customer Relations officer
Ph : +33(0) 76 77 15 32
emilie.darius@comexposium.com

Logistics department

Daniel ALVES
Logistics Manager
Ph : + 33 (0)1 76 77 11 14
daniel.alves@comexposium.com

Communication / Press

Nelly BARON
Communications officer
Ph : +33 (0)1 76 77 12 98
nelly.baron@comexposium.com

Nathalie BERNOT
Communications Manager
Ph : + 33 (0) 1 76 77 11 57
nathalie.bernot@comexposium.com

Anne-Laure MANY
Web-Marketing officer
Ph : + 33 (0) 1 76 77 16 50
anne-laure.many@comexposium.com

Claire SCHLOSSER
Communications Manager
Ph : + 33 (0) 1 76 77 15 81
claire.schlosser@comexposium.com

Sponsoring

Lorna GRANT
Sales Executive
Ph : + 33 (0)1 76 77 13 44
lorna.grant@comexposium.com

Advertising in catalogue & Promotional tools

J2C Communication
Sales
Ph : + 33 (0)1 49 85 62 22
solutrans@j2c-communication.fr

Transport Solution Innovation Award

CCI de Lyon Organiser
Prixinnovationsolutrans@lyon.cci.fr
Flohr@lyon.cci.fr

Advertising in “Quotidien du salon”

Advertising Agency : SEJT
Advertising : François DENEUTER
Ph : + 33 (0)1 41 27 97 32
fdeneuter@sejt.com
Editorial board : Jean-Yves KERBRAT
Ph : + 33 (0)1 41 27 97 46
jykerbrat@sejt.com

EUREXPO Services

Exhibitors department

Ph : + 33 (0)4 72 22 30 30
services@eurexpo.com

Hanging signs

Ph : + 33 (0)4 72 22 31 00
accrochage@eurexpo.com

Catering

Laurence MASSON
Ph : + 33 (0)4 72 22 31
31laurence.masson@eurexpo.com

Rooms renting

Chantal TRONEL
Ph : + 33 (0)4 72 22 32 09
chantal.tronel@eurexpo.com

Events coordinator

Justine ANIA
Ph : + 33 (0)4 72 22 30 78
justine.ania@eurexpo.com

Truck & Bus World Forum

Sophie MAZET
sophie@truckandbusworldforum.com

SOLUTRANS

19 - 23 NOV 2013 LYON • EUREXPO

Access conditions - Set-up Opening - Dismantling

an event by comexposium

The place to be

Conditions of access

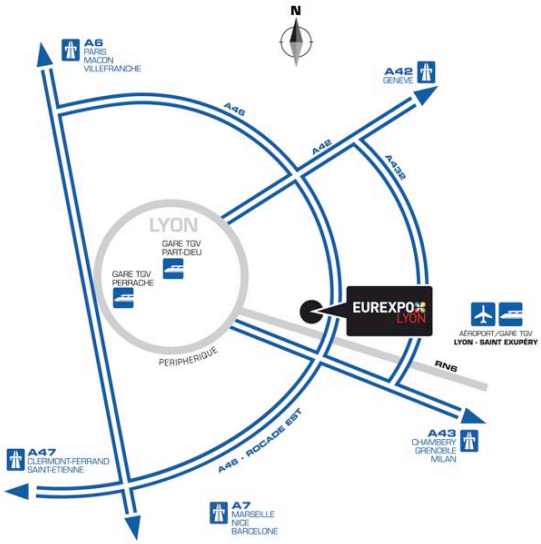
Getting to EUREXPO Lyon

➲ By Road

Located near motorways A43 and A46, the exhibition centre EUREXPO Lyon is at the centre of the European motorway network, 4 hours from Paris, 3 hours from Marseille, 1h30 from Geneva, and 3 hours from Turin.

Easily accessible by car, the exhibition centre is 20 minutes from the international airport Lyon-Saint Exupéry and 20 minutes from the centre of Lyon.

Carpooling : for the first time this year, SOLUTRANS puts at your disposal a free platform of carpooling for your travels since Europe towards the show. http://carpooling.solutrans.eu



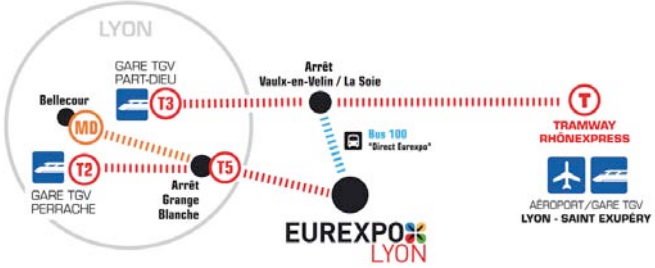
➲ By public transport (tram, metro, bus):

Direct shuttle buses going to EUREXPO Lyon, operating only during the exhibition period.
Timetable available at: +33 (0)4 72 22 33 44

- **From La Part-Dieu TGV railway station (exit Villette):**
  30 minutes by Tramway T3 to Vaulx-en-Velin La Soie, then direct shuttle bus to EUREXPO
- **From Perrache and Lyon Centre TGV railway station:**
  35-40 minutes by Metro line A to Vaulx-en-Velin La Soie, then direct shuttle bus to EUREXPO
  City fare applies to the whole journey.
- **From Lyon-Saint Exupéry TGV railway station and airport:**
  35 minutes by Rhônexpress to Vaulx-en-Velin La Soie, then direct shuttle bus to EUREXPO

NEW !

The tram is now at EUREXPO



Conditions of access – Exhibitors schedule of hours (cont.)

➲ By plane:

The Lyon-Saint Exupéry airport is 20 km from the exhibition centre EUREXPO Lyon.
It serves more than 100 destinations directly in more than 30 countries, including 86 regular air links.

Information at 0 826 800 826 (0.15€ / minute) / from abroad +33 (0)4 26 00 70 07 – www.lyon-aeroport.fr
If you are going to fly with Air France airline, you can use this code to get a discount : 18939 AF.

➲ By train :

The city's 3 central stations (Lyon Part-Dieu, Lyon Perrache and Lyon Saint-Exupéry) allow you to join the Eurexpo Centre by road or by public transport.

To get your discount voucher, send an email to emilie.darius@comexposium.com.

Exhibitors' / Stand designer's

Exhibitors' Schedule

➲ **Exhibition opening hours and Exhibitors working hours during the exhibition.**

Dates	Exhibition opening hours	Exhibitors working hours during the exhibition
Tuesday 19th November	9:00 am – 6:00 pm	7:00 am – 7:00 pm
Wednesday 20th November	9:00 am – 6:00 pm	8:00 am – 7:00 pm
Thursday 21st November	9:00 am – 8:00 pm	8:00 am – 9:00 pm
Friday 22nd November	9:00 am – 6:00 pm	8:00 am – 7:00 pm
Saturday 23rd November	9:00 am – 6:00 pm	8:00 am – 7:00 pm

➲ **Working hours (set-up – dismantling – power supply)**

	DATES	EXHIBITOR HOURS	POWER SUPPLY HOURS
BARE STAND	Thursday 14th November	from 7 am to 8 pm	----
	Friday 15th November	from 7 am to 8 pm	----
	Saturday 16th November	from 7 am to 8 pm	----
	Sunday 17th November	from 7 am to 8 pm	from 7 am to 8 pm
BARE STAND FITTED STAND	Monday 18th November	from 7 am to midnight	from 7 am to midnight
EXHIBITION	**From Tuesday 19th to Saturday 23rd November**	**See above schedule**	**from 7:30 am to 7:00 pm the 19th to 23rd of November**
DISMANTLING	Saturday 23rd November	7 pm – midnight	7 pm – midnight
	Sunday 24th November	from 7 am to 8 pm	---
	Monday 25th November	from 7 am to 12 am	---

ADVICE!
To get power supply apart from these hours, don't forget to order 24-hour power supply at the following address : www.eurexpo.com, tab "Exhibitors" – section "Exhibitors Services"

Traffic and parking

Traffic

Rules for driving on the exhibition site of EUREXPO LYON:

- Observance of the highway code;
- Speed limit 20 km/h;
- No stopping and no parking in traffic lanes;
- **No passenger cars** will be allowed into the halls;
- **Lorries** will be allowed to access under specific conditions and subject to traffic control (located in car park B).

We would appreciate if you would comply with the above provisions and inform your installers, road hauliers and suppliers thereof.

Don't forget to give them your hall number, stand number, as well as the name and phone number of your stand manager.

Parking

➲ Set-up / Dismantling

During the set-up and dismantling periods, parking is free of charge in the exhibitors' car park.

Our advice:

- During the set-up period, avoid the 10 am – 1 pm time slot;
- Avoid deliveries on the day before the opening of the exhibition;
- Vehicles should drive away as soon as they have been unloaded.

Traffic facilitators will be present to help you drive and park in the EUREXPO exhibition centre. Please follow their instructions carefully.

Camping and caravanning are prohibited!

➲ During the exhibition

EUREXPO proposes fixed-price parking passes to exhibitors (entry through "exhibitors entrance" and parking in the carpark closest to your stand).

To order parking passes, go to the website of EUREXPO LYON at **www.eurexpo.com** tab "Exhibitors" – section "Exhibitors Services".

Access, traffic and parking instructions during the exhibition:

- Deliveries are authorized from 7:00 am to 8:30 am;
- Parking and storage of any sort are not authorized within the EUREXPO exhibition site, except in places provided therefore;
- Parking is prohibited in the safety zones when the exhibition is open to the public.

All contravening vehicles will be towed away without prior notice at their owners' risk and expense.

Set-up

Availability of stand spaces

Exhibitors and their installers will have access to halls 2-3-4-5 and 6 gallery 2 - gallery 6 every day from Thursday, November 14th to Monday, November 18th, 2013.

For fitted stands, stand delivery will be on Monday, November 18th, 2013 from 7:00 a.m.

Removal of goods and empty packaging must be completed on Monday, November 18th, 2013 at 7:00 p.m at the latest.

Otherwise, pallets and other identified non removed items will be stored outside the buildings. Their removal and delivery to the exhibitor's stand will be charged to the exhibitor.

Final setting-up operations including cleaning must be completed on Monday, November 18th, 2013 at midnight at the latest.

For safety reasons, work in the halls is forbidden outside the specified hours (see Schedule).

No self-propelled equipment (motor vehicles, elevating platforms, lift trucks) will be allowed into the halls on Monday, November 18th, 2013, i.e. on the last day of the set-up (unless special dispensation is granted by the organizer).

Delivery of goods and equipment

Goods intended for the stand installation must imperatively be delivered to the EUREXPO exhibition centre 48 hours before the event opens. The day before should be considered as final deadline.

Shipments are delivered at the exhibitor's risk directly to his stand. **It is the exhibitor's responsibility to be present or represented on the goods' arrival.** They must be properly labelled on each side with the following address:

SALON SOLUTRANS 2013
EUREXPO LYON
Company + Contact name + Phone No.
Hall number / Aisle letter / Stand number
Avenue Louis Blériot
BP 190 – 69686 Chassieu Cedex – France

The Organiser's office cannot in any way take on delivery of goods nor be liable for it.

Waste materials from stand construction during the set-up

Exhibitors must not leave any rubbish nor waste materials resulting from the installation of their stand (e.g. empty packaging, wood offcuts, empty boxes, cans of paint).

It is strictly forbidden to store waste materials on the stands and in the aisles.

Exhibitors or their suppliers must take all appropriate measures to ensure that waste materials and empty packaging are removed by the vehicles which have delivered the equipment and goods.

Stand security

The organizer of SOLUTRANS ensures the general security of the exhibition in the best conditions, but cannot provide security on every stand. This is an obligation to provide means, and not to achieve results.

Exhibitors who intend to have their stands specifically guarded (this is strongly advised) should inform the Organizer and give the names of the persons who will be present on the stand, the name of the security company, and the dates and hours of their presence.

Set-up (cont.)

The exhibitor is responsible for his stand and must take all necessary measures to protect his equipment and remove it in the evening when the exhibition closes, if he does not provide for special guarding.

As car parks are not guarded, it is preferable not to leave any valuable items inside vehicles, and to place objects likely to be stolen out of sight.

There are important risks of theft during the set-up and dismantling periods:

Keep all equipment and items likely to be stolen out of sight (e.g. plasma screens, computers, personal effects).

To be on the safe side, it is strongly recommended that you watch closely over your stand and ensure that someone is always present until dismantling is completed.
This presence is your only safeguard against theft.

It is reminded that stand storerooms provided by the Organizer are not secured premises.

During the exhibition

Hall entry and exit hours for exhibitors

During the exhibition, exhibitors holding a badge will have access to the halls from 8:00 am to 7:00 pm, except on Tuesday, November 19th, 2013 when access will be granted from 7:00 am and until 9:00 pm on Thursday, November 21st.

Opening days and hours

The exhibition SOLUTRANS 2013 will be open to the public from Tuesday,19th to Saturday, November 23rd, 2013 inclusive.

Hours: from 9:00 am to 6:00 pm. Late night opening on Thursday, November 21st, 2013 until 8:00 pm.

Cleaning

General Cleaning

Halls and aisles will be cleaned every morning before the halls are opened to exhibitors.

Stands cleaning

This service is sold in your Exhibitors Area at http://services.solutrans.fr

Please refer to the section “Stand equipment and Services”, “Waste removal”. This service includes the daily cleaning of your stand every morning before the exhibition opens to the visitors and the day before the opening of the show (on November, 18th).

Description of cleaning services: Removing plastic protective films – Emptying waste paper baskets and dustbins – Floor vacuum cleaning.

The service does not include: Cleaning exhibited machines and/or equipment – Provision of small trash receptacles – Fluid waste collection and disposal.

During the dismantling period: You can order trash receptacles to remove your decoration items and waste materials. Please refer to the section “Stand equipment and Services”, “Waste removal” on the site http://services.solutrans.fr – Exhibitors Area.

Cleaning is already include for fitted stands.

All the stands, equipment, goods and waste materials of any kind (e.g. adhesives, carpeting) must absolutely be removed by the end of the dismantling period.

If he does not use the services proposed by the organizer, the exhibitor undertakes to have his waste materials removed and treated in **compliance with the applicable regulations.**

After the dismantling deadline has expired, the organizer shall be entitled to take all measures that he will deem necessary, at the exhibitor's risk and expense, to remove the equipment, items and waste materials remaining on the stand space, and to destroy all types of structures and decoration items which will not have been dismantled.

Dismantling

Moving out

Stand removal can begin from Saturday, November 23rd, 2013 at 7:00 p.m.

Stand and goods removal shall be completed at the dates and times specified in the exhibitors' schedule of hours.

All fitted stands shall be dismantled on Saturday, November 23rd 2013 in the evening.

Exhibitors are therefore kindly requested to remove their goods and personal effects on the evening when the exhibition closes, i.e. on Saturday, November 23th, 2013 between 6 pm and 10 pm.

> Attention: **Self-propelled equipment and vehicles will only be allowed to operate in the halls from 7.30 pm on Saturday, November 23rd, 2013.**

Restoration of stand space to original condition

➲ Waste materials from stand dismantling

Exhibitors must strictly comply with the dismantling periods.

The stand space must be entirely cleared of all decoration items, equipment and waste materials (e.g. empty packaging, wood offcuts, empty boxes, cans of paint) **at the latest on Monday, November 25th, 2013 at 12:00 am.**

> CAUTION : **All machinery/equipment and decoration items must absolutely be removed from the halls at the specified dates and times.**
>
> **Otherwise, all installations and decoration structures shall be removed and dumped by SOLUTRANS, by the companies appointed by the Organizer, at the exhibitor's risk and expense. Packaging will be considered to be empty, and no claims shall be accepted for theft or loss of any objects, tools, accessories, etc. that may be contained in such packaging.**
>
> **Stand and goods removal shall be completed at the dates and times specified in the exhibitors' schedule of hours.**

> OUR ADVICE : **If you hire the services of an outside decorator, make sure that his quotation clearly includes the "installation" and "removal" of stand decoration items, as well as the removal of all rubbish and waste materials. If these "removal" services are not clearly mentioned in the quote, ask your decorator to include them!**

SOLUTRANS

19 - 23 NOV 2013 LYON • EUREXPO

Setting up of your stand

an event by

comexposium

The place to be

You reserved a BARE stand

The following is included in your stand space rental fee:

- Floor marking of your space, without stand-separating partitions;
- General guarding of the hall.

Stages to prepare the installation of your stand

➲ 1st stage: Allocation of space and stand number

As soon as the allocation of your stand space has been validated, SOLUTRANS will send you (by e-mail) a plan of your stand.

The plan will allow you to prepare your stand construction and fitting-out with your decorator.

➲ 2nd stage: Orders for exhibition centre's services and supplies (e.g. power supply, telephone, parking passes, slings)

- Technical services and supplies should be ordered as soon as possible before the exhibition opens to ensure that you get the best quality, volume and delivery times.
- Technical services and supplies that will be ordered during the set-up period will be provided subject to availability and provided access to your stand is possible.
- Make your stand construction easier: Order a stand package « ARIANE » or « GALAXIE » in your Exhibitors Area at **http://services.solutrans.fr**.

➲ 3rd stage: Your stand project

- The construction & decoration plan(s) of your stand(s) must be submitted for approval to the Logistics Service of SOLUTRANS **by October 18th, 2013 at the following address**:

COMEXPOSIUM
Mr Daniel ALVES
Fax: +33(0)1 53 30 95 29
E-mail: **daniel.alves@comexposium.com**

- Details about the information to be provided are available in the Decoration Regulations in your Exhibitors Area in “Practical info”, “Rules and general conditions of sale” or at the end of this document (p. 54-55)**.**

➲ 4th stage: Installation of your stand

During the set-up period, suppliers will be present in the Exhibition Management Office in gallery 2.

To get into the exhibition halls everyone must hold a SOLUTRANS access badge (i.e. Exhibitor Badges or set-up / dismantling badges for supplier stand/designer) and must wear the relevant safety equipment, in particular safety shoes. Anyone who will not comply with the above requirements will be denied to access the halls.

The Exhibitor's Safety Instructions form is to be filled in your Exhibitors Area at **http://services.solutrans.fr** section “My account”, "My Forms" and must be given to all your suppliers and contractors.

Access to the halls will not be allowed, unless this document has been validated.

SOLUTRANS offers a complete range of services to improve the organization of your stand and to optimize your presence at the exhibition.

Carpeting, storeroom, partitions, floorboard, spotlight racks, cleaning, communication products, Ariane or Galaxie stand, furniture. are available in your Exhibitors Area at **http://services.solutrans.fr**.

You reserved a fitted stand

Set-up

- **From Monday, November 18th, 2013 at 7:00 am (see Schedule)**

You will be contacted by GL Events to chose the color of your carpe, to place your storage room …

Ariane stand

(from 9 sqm)

Included services and supplies

- **Carpet :** Dark red or royal blue (if not chosen, royal blue will be chosen by default)
- **Partition / Structure :** melamine partition, HONEY colour, 2.50 m high
  Grey aluminium structure
- **Lockable storage room :** a 1sqm storeroom for stands from 9 to 18 sqm, and a 2sqm storage room for stands > 18 sqm. Each storage room is equiped with 2 shelves and a coat-peg.
  By default, the storage room will be placed in the corner of your stand.
- **Electricity :** a 3 KW intermittent power supply (placed by default in your stand storage room), one 100 W spotlight per each 3 sqm
- **Sign :** 1 flag-type sign (40 x 40 cm) with exhibitor's name and stand number
- **Service :** daily stand cleaning including cleaning on the day before the opening of the exhibition.

Services and supplies to be ordered before the exhibition

Find out about all the services and supplies which can be additionally ordered in the catalogue available online in the store of your Exhibitors Area at **http://services.solutrans.fr**.

Additional fittings / Furniture / Exhibition Centre's Services

Your reserved a fitted stand

Galaxie stand

(from 18 sq. m)

Included services and supplies

- **Floor covering :** choice of 4 carpeting colours: Royal Blue / Dark Red / Grey / Black (if not chosen, royal blue will be chosen by default)
- **Partition / Structure :** melamine partition, HONEY or GREY TITANIUM colour, 2.50 m high
  Grey aluminium structure
- **Lockable storage room :** a 2sqm storeroom for stands from 18 to 30 sqm, and a 3sqm storage room for stands larger than 30 sqm. Each storage room is equiped with 2 shelves and a coat-peg.
  By default, the storage room will be placed in the corner of your stand.
- **Office area :** modular, translucent, lockable, 4 sqm
- **Electricity :** One 3 KW continuous supply fuse box (placed by default in your stand storeroom)
  2 power outlets on the electricity meter and one 3-socket power outlet
  One 100 W spotlight per 3 sqm
- **Signs :** 1 flag-type sign (450 x 450 mm) with exhibitor's name and stand number
  Double-sided lit logo, overhead (height 4.00 m max.)
- **Service :** daily stand cleaning including cleaning on the day before the opening of the exhibition
- **Furniture :** 1 document display rack, 1 table and 3 chairs, 1 hostess counter and a stool
- **Flower decoration :** 1 flower planter
- **Various equipment :** One 220 litre empty refrigerator and 1 coffee machine with 200 capsules (placed in the storeroom)

For GALAXIE stands over 30 sqm, 1 low table and 3 low armless chairs in addition.

Services and supplies to be ordered before the exhibition

Find out about all the services and supplies which can be additionally ordered in the catalogue available online in the store of your Exhibitors Area at **http://services.solutrans.fr**.

Additional fittings / Furniture / Exhibition Centre's Services

SOLUTRANS

19 - 23 NOV 2013 LYON • EUREXPO

Services

an event by

comexposium

The place to be

Services

- Activities on stands .....page 18
- Architecture .....page 18
- Additional insurance and plasma screen insurance .....page 19
- Badges .....page 19
- Organiser's office .....page 19
- Customs .....page 19
- Common customs tariff.....page 20
- ATA carnet procedure for exhibitions.....page 21
- Report of your stand area.....page 21
- Security .....page 21
- Hostesses / Staff .....page 21
- Hygiene and health protection .....page 22
- Foreigers'right to work in France.....page 22
- Badges readers .....page 22
- Technical services
  (Electricity, Water, Car Parking, Slings, Telephone).....page 22
- Restaurant for Exhibitiors .....page 23
- Removal of waste materials and rubbish .....page 23

Activities on stands

SOLUTRANS has set out rules to ensure the proper operation of the exhibition and optimum visit comfort. Exhibitors are entirely free to organize special events, presentations and demos on their stands provided they comply with the following requirements and with the Exhibitors' Schedule.

➲ Non-authorised activities:

- Distribution or display of leaflets in the aisles of SOLUTRANS and at the exhibition entrance (unless specially agreed with the organizer);
- Operations in the aisles (e.g. robots, hostesses, sandwich-men);
- Tastings next to aisles or in the aisles. These are however allowed within the stands;
- Musical events;
- Video walls must be set back 2.00 m from aisles.

Any events and presentations which would be organized without the organizer's prior approval are prohibited during the exhibition.

Architecture

The Decoration Regulations for the exhibition SOLUTRANS 2013 cover the stand layout, construction and fitting-out rules. These also include the safety rules applicable to fairs, exhibitions and trade shows.

➲ Your stand construction and decoration project:

Each stand project must be submitted **by October 18th, 2013** at the latest to the Logistics Service of SOLUTRANS:

COMEXPOSIUM
Mr Daniel ALVES
Fax: +33 (0)1 53 30 95 29
Email: daniel.alves@comexposium.com

With the following documents:

- your stand construction and decoration project;
- a dimensioned plan view drawing;
- an elevation view drawing showing all different heights;
- one or more colour visual(s).

you can consult the “Decoration regulation” in your Exhibitors’ Area (“Practical info”, “Rules and general conditions of sale” or at the end of this document (p. 54-55).

Additional insurance and plasma screen insurance

SOLUTRANS offers to Exhibitors to take out an additional insurance and a specific insurance for plasma screens.

You can take out additional insurance if the value of the goods exhibited exceeds the coverage provided in the application form. The premium will be calculated on 0,27% of the capital / goods value of the guaranted amount.

The Plasma Screen Insurance is a specific damage coverage for plasma screens, which are set or wired securely to the structure on the stand. The insurance will become effective in the morning of the first exhibition day (at 9:00 am) and coverage will cease in the evening of the last exhibition day (at 6:00 pm). The premium will amount to 4% (incl. taxes) of the screen value with a minimum of € 250 excl. VAT per insured screen.

To find out about the regulations of your insurances during the exhibition and/or order an additional insurance or plasma screen insurance, please refer to the insurance regulations in the section “Practical infos”, “Rules and general conditions of the sales” in your Exhibitors’ Area or in the description of the product you can order in “My store”, “Stand equipment and services”.

Damage

The coverage of goods and the coverage of stand equipment will cease on Saturday, December 23rd, 2013 at 6:00 pm.

No claim will be accepted unless it has been notified to the organiser’s office of SOLUTRANS within 24 hours. Thefts which are not covered by SOLUTRANS, but which have been specifically insured by the exhibitor, must be reported within the specified time limit to the police station of the city of Chassieu to regisser a complaint.

We remind you that damage must be immediately reported to the Organizer – within two working days for thefts and within five working days for any other damage-otherwise the exhibitor will have to forfeit his entitlement to the insurance cover.

Badges

To get into the exhibition halls everyone must hold a SOLUTRANS access badge (Exhibitor Badge or set-up / dismantling Badges) and must wear the relevant safety equipment, in particular safety shoes during the set-up / dismantling periods. Anyone who will not comply with the above requirements will be denied to access the halls.

Pedestrian Access Badges

- **The Exhibitor Badge** provides access to EUREXPO during the set-up, exhibition and dismantling periods during the hours specified in the Exhibitor's Schedule.
- **You must create them via your Exhibitor’s Area (blue button on the right hand side). You will be able to print them after the settlement of your account.**

- **The Set-up / Dismantling Badge** provides access to EUREXPO during this periods. The badge is not valid during the exhibition, from Tuesday, 19th to Saturday, November 23rd, 2013.

They will be given by the security staff at your arrival on site, at the exhibitors’ entrance.

Badges must be carried all the time.

Organiser’s office

The Organiser’s Office is located at the entrance of the gallery 2. It is open every day from 8:00 am to 7:00 pm, from Thursday, November 14th to Sunday, November 17th, and until 9:00 pm on Monday, November 18th, 2013.

Customs

CUSTOMS CLEARANCE FOR EQUIPMENT ORIGINATING FROM FOREIGN COUNTRIES (NON-EEC COUNTRIES)

During the exhibition SOLUTRANS, the EUREXPO premises are entitled to be governed by the temporary importation regulations under customs surveillance.

Temporary importation begins on the day when the equipment arrives within the exhibition's precincts and ends thirty days after the exhibition closure.

Foreign goods must be submitted for inspection to the Customs before being placed on the exhibitors' stands.

COMMON CUSTOMS TARIFF

Arrival of goods

Goods must be presented to the Customs under cover of one of the following documents:

A) TIR Carnet (International Road Transit)

For vehicles coming directly from abroad where goods have been checked and sealed by the Customs of the country of origin.

Note: It is reminded that carriers travelling under cover of a TIR carnet covering various goods, only part of which is intended for a show, must take all necessary measures to ensure that the exhibition's customs office is their last unloading point. When arriving at the customs office, TIR vehicles must therefore only contain goods which are intended to be exhibited within the exhibition precincts. No dispensation shall be granted.

B) Transit Declaration

Issued by Customs at either land, sea or airport frontiers when the goods went through such frontiers.

C) International Waybill

D) Transit Document

Documents to be provided with documents A/B/C/D	Number
• CMR waybill (only with TIR carnet)	3
• Detailed packing list for each package (gross weight and net weight) drawn up by the consignor	5
• Proforma invoice in French including unit values	6
• Machine description leaflets	2

Temporary importation (of goods from third countries)

The above mentioned documents cannot in any way serve as a substitute for the declaration for temporary import.

On their arrival at the Exhibition's Customs office, goods must be immediately declared for temporary import via a customs clearance agent.

After the declaration has been registered, the goods will be checked by the Customs.

Upon completion of the above procedures, the goods will then be allowed to be delivered to the exhibitor's stand.

During the exhibition, goods must be presented on the stand at any request from the Customs.

Goods exit

At the end of the exhibition no foreign goods from third countries may leave the exhibition precincts unless one of the following declarations has been previously submitted to the Customs via a customs clearance agent. Once the goods have been registered, checked and sealed, this declaration will cover their transport:

A) For re-exportation:

The following documents must be submitted for the exit visa: declarations EX 3 T1.

B) For transit:

To a bonded warehouse where the goods will be placed under permanent customs control: visa issued by an international freight forwarder.

C) For the sale and supply to consumers of goods firmly purchased by an importer residing in the French metropolitan customs territory: depending on individual cases, either declaration EU 4 or declaration IM 4.

Foreign goods which have been exempted from duties for temporary import and which remain in the French metropolitan territory to be supplied for embassies' consumption must be declared to the Customs to pay the applicable duties and taxes.

Only the above mentioned documents can allow the Customs to terminate the temporary importation procedure. In the event of non termination – either partial or total – of the temporary importation, legal action would be taken against exhibitors or customs clearance agents who would be guilty of abstraction of bonded goods.

ATA carnet procedure for exhibitions

(excluding foodstuffs)

Even after it has been endorsed at the EU frontiers, the ATA carnet must be presented to the Customs at the exhibition centre. It can be used for goods intended to be displayed or used at an exhibition.

The advantage of this international document is that it can be used in place of national documents.

Under the transit procedure goods can be transported from the frontier Customs to the competent Customs office under cover of a transit voucher of the ATA carnet. On arrival at their destination, the Customs discharge the transit voucher and endorse the goods on the basis of an entry voucher.

At the end of the exhibition, goods are re-exported using a second transit voucher. It is therefore not necessary to make the usual warehouse entry and re-export declarations; however, in order to be validly used in the French customs territory the ATA carnet must include:

- **2 transit vouchers for importation (1 remains with the frontier Customs, 1 serves as accompanying document);**
- **1 IMPORTATION voucher;**
- **1 RE-EXPORTATION voucher;**
- **2 transit vouchers for re-exportation (1 remains at the exhibition's customs office, 1 serves as accompanying document).**

It should be noted that the deadline for re-exportation is usually one month after the exhibition closure, and it shall not exceed the expiry date of the ATA carnet. The deadline will be specified by the Customs on the entry voucher and on the corresponding counterfoil.

On the other hand, consignment sale will not be strictly excluded, on the understanding that, after a declaration has been made using COM 5, IM 4 or EU 4 forms and goods have been presented to the Customs, the goods sold on the domestic market can be used for consumption in the same conditions as if they were covered by national documents.

Report of your stand area

When the stand set-up and dismantling are completed and when the space is cleared of all constituent parts (waste materials, rubbish), SOLUTRANS will issue **a space vacation certificate** upon request of the exhibitor or his decorator to the Exhibition Management.

This certificate exempts the exhibitor from any liability for damage to the space and rented services after he has vacated the stand space.

This certificate must be issued at the latest on Monday, November 25th, 2013 before 12:00 pm.

Security

To ensure the security of your stand it is important that you choose the right security company that will provide you with high-quality services adapted to your needs.

IMPORTANT
In the event of inspection by the occupational safety and health agency, the security company must be able to present employment contracts and URSSAF certificates. Ask your supplier to provide these documents, **your responsibility is involved.**

Hostesses / Staff

To welcome your customers and prospects on your stand, to be fully informed and take full advantage of EUREXPO's facilities and services, to continuously liaise with the site and exhibition management to answer your needs…

SOLUTRANS proposes a complete range of services: hostesses, interpreters, handling contractors, etc. Refer to the official list of suppliers in your Exhibitors Area in the section “Practical infos”, “List of suppliers”.

Hygiene and health protection

This document is a General Coordination Plan for Safety and Health Protection intended for the exhibitor, his suppliers and contractors.

To get into the exhibition halls everyone must hold a SOLUTRANS access badge (exhibitor badge or Set up / dismantling badge) and must wear safety equipment, in particular safety shoes. Otherwise, access to the exhibition halls will be refused.

The Exhibitor's Safety Instructions form must be filled in your Exhibitors Area, section “My account”, "My forms", and must be given to all your suppliers and contractors.

Access to the exhibition halls won’t be authorized, if this document has not been validated.

If you have a bare stand
You must appoint a SAFETY & HEALTH PROTECTION coordinator
Law of 31/12/93 N° 93-1418 and decree of 26/12/94 N° 94-1159

for the set-up and dismantling periods, and give his name and contact details as well as his PGGSPS (general coordination plan for safety and health protection) to the company:

D.Ö.T / SOLUTRANS 2011 – 81 Rue de Paris – 92100 BOULOGNE
Fax: +33 (0)1 46 05 76 48 – Email: sps@d-o-t.fr

Foreigners’Right to Work in France

➲ **The regulations regarding foreigners’ right to work in France requires reporting those people working on your stand to the URSSAF** [Social Security Contribution Collection Office]. This applies in the case below, for which a statement should be completed and returned **before October 3rd, 2013** to the indicated address:

- Affidavit if you use a service provider working in France and domiciled or residing abroad
- Secondment Statement (a service provider using foreign labour in France)
- Work Permit for a secondment lasting less than three months for foreign employees.

These forms are available in PDF format in your Exhibitor area in the section “Practical infos”, "Rules and general condition of sales”.

Badges Readers

Visitors receive badges with their names, on reservation.

Badge readers help exhibitors compile a complete, detailed and accurate list of the visitors they receive on their stands.

To order your badge reader, please click on "My communication", “Promotion and marketing” in your Exhibitors Area. **http://services.solutrans.fr**

Technical services

➲ **Electricity – Water – Parking – Slings – Telephone – Internet – Compressed Air**

To place orders you can either:

- Download the document in "pdf" format from the dashboard in your Exhibitors Area, or
- Directly order on the website of EUREXPO LYON at **www.eurexpo.com** tab "Exhibitors" – section "Exhibitors Services".

➲ **Meeting Rooms**

Reserve your meeting rooms for the exhibition directly on the website of EUREXPO LYON at **www.eurexpo.com** tab "Exhibitors" – section "Meeting Rooms".
Or directly contact:
Mrs Chantal TRONEL
Phone : +33 (0)4 72 22 32 09
E-mail: **chantal.tronel@eurexpo.com**

Restaurants for Exhibitors

Permanent and temporary restaurants

7 restaurants and 8 bars operate on a permanent basis within the EUREXPO site for exhibitors and their customers. Two additional temporary restaurants will be created specifically for the needs of SOLUTRANS 2013.

Catering Companies

For your receptions and cocktail parties you can choose either EUREXPO's catering company, i.e. PIBOLO, or among the other 7 catering companies selected for you by EUREXPO.

For more details go to the website of EUREXPO at www.eurexpo.com tab "Exhibitors" – section "Catering Companies".

Removal of Waste Materials and Rubbish

The exhibitor or his decorator is responsible for the management of waste materials resulting from the set-up and dismantling of his stand. The exhibitor must take all appropriate measures to ensure waste material and rubbish removal.

You can place an order for the rental of small waste containers in the store of your Exhibitors Area in the section “Stand equipment and services”, "Waste removal".

IMPORTANT
To avoid any dispute about the restoration of your stand space to its original condition, a **space vacation certificate** can be issued on request by the exhibitor to the Exhibition General Management at the latest on Monday, November 25th, 2013 at 12 am.

SOLUTRANS

19 - 23 NOV 2013 LYON • EUREXPO

Regulations

an event by

comexposium

The place to be

Standard terms and conditions of exhibition floor space letting and stand equipment

1. APPLICATION AND ACCEPTANCE OF THE STANDARD TERMS AND CONDITIONS FOR THE LETTING OF EXHIBITION FLOOR SPACE AND STAND EQUIPMENT

These Standard Terms and Conditions of Exhibition Floor Space Letting and stand equipment are enforceable to all Exhibitors (hereinafter referred to as "Exhibitor(s)") applying to the Exhibition SOLUTRANS (hereinafter referred to as the "Exhibition") organized by the company named COMEXPOSIUM - Société par Actions Simplifiée with a share capital of 60.000.000 Euros – 316 780 519 (RCS Nanterre) - 70 avenue du Général de Gaulle, F-92058 Paris-La Défense cedex (hereinafter "Organizer").

Within the framework of its request to participate in the Exhibition, the Exhibitor undertakes to read the Terms and Conditions, the Exhibitor's Guide, the Standard Regulations for Commercial Events and, where available, any specific Regulations of the Exhibition.

The Exhibitor shall be deemed to have accepted the Terms and Conditions as well as any other documents to which they refer, and the Exhibitor thereby agrees to waive reliance upon any alternative and/or contradictory documentation, in particular its own standard terms and conditions of purchase, upon admission to the Exhibition. Any reservations or modifications made by the Exhibitor in whatsoever manner to the Terms and Conditions or any other documents to which they refer shall be deemed null and void.

Furthermore, it is expressly agreed that under no circumstances shall admission to the Exhibition oblige the Organiser to admit the Exhibitor to any future Exhibitions or any other events organised by the COMEXPOSIUM group to which the Organiser belongs and shall not confer upon the Exhibitor any booking rights or priorities in respect thereof.

2. ADMISSION

Before admission can be granted, the Exhibitor registration form shall be reviewed. In particular, the following matters (this list is intended to be indicative and not exhaustive) shall be taken into account:

- The creditworthiness of the applicant,
- The compatibility of the applicant's activities with the nomenclature of the Exhibition,
- The match between the products or services offered by the applicant and the positioning of the Exhibition,
- The neutrality of message that the applicant could deliver at the Exhibition. All proselytising and/or militarism that could interfere with the smooth running of the Exhibition is strictly prohibited.

No Exhibitor registration form received from an Exhibitor which is a debtor of, and/or party to, any dispute or litigation with the Organiser or a company within the COMEXPOSIUM group shall be considered.

Except in the event where the Organiser, within one month of receipt of an Exhibitor's registration form, rejects an Exhibitor's application and refuses admission, submission of a signed registration form or online confirmation thereof is deemed to be final and irrevocable and shall oblige the Exhibitor to pay in full all amounts due in respect of its participation as Exhibitor and/or its request for an equipped stand. The Organiser reserves the right to accept or reject applications at its discretion and shall not be held liable for any losses in the event that it rejects an application.

The Organiser reserves the right to reject any applications received after the application deadline has passed (the postmark or online receipt date shall serve as proof of date). After this date has passed, the Organiser shall not guarantee the availability of any equipped stands.

3. METHODS OF INVOICING

All prices indicated on the Organiser's documentation are expressed in euros exclusive of taxes. In accordance with legislative and regulatory requirements the prices shall be increased at the point of sale to include the addition of Value Added Tax at the rate applicable at that time.

4. METHODS OF PAYMENT

Payment of amounts due under the Terms and Conditions or any other agreement entered into shall be made as they fall due and in the following manner:

- The first instalment: shall be paid at the time that the registration application form is submitted, by cheque or direct funds transfer. In the event that the Organiser should refuse the application, it is hereby expressly agreed that applicant shall be reimbursed for this amount.
- The second instalment: shall be paid no later than fifteen (15) days after the date of issue of the balancing invoice, by cheque or direct funds transfer. No discounts are available for early payment or payments on account.

All registration applications made within thirty (30) days of the start of the Exhibition shall be accompanied by payment in full of the Exhibition participation fees and/or the costs of any equipped stands requested.

All requests for an equipped stand submitted after registration shall be payable in full at the time of request.

All amounts should be made payable to the Organiser and must be in euros.

5. LATE PAYMENT OR FAILURE TO PAY

Any amounts that remain outstanding upon expiry of the payment date set out on the invoice, whether or not that date is the same as that which is set out on the registration form, shall give rise to the application of late payment interest rates equal to three times the statutory interest rate in effect and starting from the day following the payment date set out on the invoice.

Stands shall only be made available to Exhibitors once full payment has been made.

Once a stand has been allocated to an Exhibitor, the balance must be paid on or before the date indicated on the invoice.

In the event that the balance remains outstanding after the payment date, the Organiser reserves the right to make the allocated space available to another applicant and/or to prohibit the Exhibitor from occupying that space; that notwithstanding, the Exhibitor shall remain liable to pay the outstanding balance to the Organiser.

6. V.A.T.

Foreign exhibitors may obtain refund of V.A.T. as follows:

For companies from EU Member State

- A request must be filled in via the web portal set by the State in which the exhibitor is based under the EU 2008/8/CE Law dated 12th February 2008.
- The exhibitor must imperatively enclose along with the request made via the web portal, a copy of the original invoices which corresponds to an amount superior to 1000 € excl. VAT.
- A request must be filled no latter than the 30TH of September of the current year following the refund period.

For non EU Member State companies

Exhibitors must assign a taxation legal representative to claim the VAT back on their behalf.

7.WITHDRAWAL

The Exhibitor shall notify the Organiser in writing of any cancellation.

In the event that the Exhibitor partially (by reducing the surface of its stand area) or fully cancels its participation in the Exhibition and/or its request for an equipped stand, on any date and for whatsoever reason, the Exhibitor shall nonetheless remain liable for the payment of all outstanding amounts due in respect of its participation and/or stand. Furthermore, any amounts already paid in respect of rent for a stand area and/or a request for an equipped stand, shall be retained by the Organiser and the Exhibitor shall remain liable for the payment of any outstanding amounts, which shall fall due forthwith irrespective of the dates set out on any invoice or registration form, whether or not the reserved stand is allocated to another Exhibitor.

Moreover, the Exhibitor shall pay compensation to the Organiser of an amount equivalent to 15% of its order in respect of its attendance at the Exhibition and/or its request for an equipped stand.

It is hereby expressly agreed that in the event that an Exhibitor has not occupied their allocated stand area twenty-four (24) hours before the opening of the Exhibition, the Exhibitor shall be deemed to have cancelled its participation in the Exhibition and the aforementioned provisions shall apply.

8. INSURANCE

a) Automatic insurance

The Organiser recommends that the Exhibitors subscribe to the insurance policy for the Exhibitors underwritten by COMEXPOSIUM ASSURANCES. This insurance policy includes cover for damage to any property belonging to an Exhibitor that subscribes to the policy through the registration form. The cover limits are set out in the insurance regulations attached to the registration form and are subject to any changes that may be made to the terms and conditions of the policy.

By subscribing to the insurance policy as set out in the attached insurance regulations, the Exhibitor shall adhere to the insurance agreement underwritten by COMEXPOSIUM ASSURANCES.

b) Additional insurance

Upon request made to the Organiser, the Exhibitor may -

a) In respect of damage to goods/property: subscribe to additional coverage for amounts beyond that offered by the principal policy, in return for the payment of a premium that shall be calculated according to the amount of the extra coverage,

b) For plasma screens: subscribe to a specific policy.

c) The automatic insurance policy does not include cover for the Exhibitor's civil liabilities and the Exhibitor shall be responsible for taking out and meeting the costs of an adequate policy. Therefore the Exhibitor hereby expressly acknowledges that it has subscribed to an insurance policy with an insurer that covers its third party liabilities and the liability of any person directly or indirectly participating in its activities and/or those of its company in respect of any physical injury and material and non-material loss or damage caused to others and arising directly as a consequence of the Exhibitor's participation and/or that of its company, in the Exhibition (including during the periods when the stands are being assembled and disassembled).

d) Waivers

All Exhibitors, by virtue of their participation in the Exhibition, are deemed to have waived all their rights and those of their insurers to take action against the Organiser, the company managing the site where the event shall take place, and their respective insurance companies, for any damage whatsoever caused either directly or indirectly to its goods and/or property or the goods and/or property of its employees.

Other than in the event of a malicious act, it is hereby expressly stipulated that on the basis of reciprocity, the company managing the site where the event shall be held, the Organiser, and their respective insurance companies, waive all recourse against the Exhibitor and its insurer for any damage caused to their goods/property/materials for which the Exhibitor would otherwise be liable.

9. ALLOCATION OF STANDS

The Organiser shall draw up an Exhibition floor plan and shall allocate stand areas as applications are received and taking into account the different sectors of the event. The Organiser shall use their best endeavours to take into account the wishes of the Exhibitors and the nature of the products exhibited. So as to be able to do this, and taking into account the inherent constraints imposed in the placement of Exhibitors, the Organiser reserves the right to modify the surface area requested by the Exhibitor, up to a maximum of 20%, and to modify the corresponding invoice accordingly. Such modifications shall not give rise to any right for the Exhibitor to cancel its participation in the Exhibition. It is hereby expressly agreed that the Organiser shall have exclusive discretion to determine the allocation of stand areas.

Participation by an Exhibitor in any previous events shall not confer upon the Exhibitor the right to be allocated any particular stand area(s).

Any complaints made by an Exhibitor in respect of the allocation of stand areas should be addressed in writing to the Organiser no later than seven (7) days from receipt of the Exhibition floor plan. Any such complaints must be supported by documentation that clearly sets out the serious nature of, and/or the reasons for, the complaint.

Where the Exhibitor complies with the provisions set out in the present clause, the Organiser shall use its best endeavours to meet a request to change an allocated stand area.

Where the Exhibitor has not referred back to the Organiser upon expiration of the seven (7) day period starting from receipt of the floor plan, it shall be deemed to have accepted the stand area allocated to it.

Under no circumstances whatsoever shall the Organiser be held liable for any consequences arising from the placement of a stand area allocated to an Exhibitor.

10. SUBLETTING/SHARED EXHIBITING

Exhibitors may not provide any advertising services of any nature on any media for a company that is not itself an Exhibitor. Furthermore, the Exhibitor is prohibited from assigning or subletting any stand or part of any stand area that it has been allocated without prior written agreement from the Organiser. Where the Organiser agrees to the subletting by the Exhibitor of all or part of an allocated stand area, the Exhibitor shall pay the requisite registration fees for each of the companies present at the allocated stand area. The Exhibitor undertakes to ensure that any sub-lessee of its stand area shall comply with the Terms and Conditions. The Exhibitor hereby acknowledges that it shall be liable for any breach of the Terms and Conditions committed by any sub-lessee of its stand area. Moreover the Exhibitor hereby indemnifies the Organiser against any action, claim, charge, judgment and/or miscellaneous disbursements that may arise as a consequence of the presence of any company at its allocated stand area and/or their participation in the Exhibition.

11. STANDS

Information regarding the installation and removal of stands is available in the Exhibitor's Guide.

a) Stand layout and decoration

- The presentation of products shall only be permitted inside the stand area and in a manner that does not encroach upon the pathways and so as not to interfere under any circumstances with neighbouring stands. In the event that the Exhibitor breaches the provisions of the present sub-clause the Organiser may remove the Exhibitor's products and/or materials and the Exhibitor shall bear any costs arising therefrom.
- The Exhibitor shall create an ambiance that properly reflects the products it is exhibiting and shall pay particular attention to the general decoration of its stand(s).
- All materials and products shall be displayed in an aesthetically pleasing manner.
- The use of stalls is strictly prohibited. Merchandise shall be kept in a storeroom.

- The Exhibitor shall comply with the maximum height regulations for the stands and brand signs as set by the Organiser (refer to the Exhibitor's Guide for further details). No decoration on any stand shall exceed the height limits set out in the aforementioned regulations without the prior written agreement of the Organiser. Any breach of the provisions of the present sub-clause may result in the immediate disassembly of the Exhibitor's stand and the Exhibitor in breach shall bear any costs arising therefrom. Where the Exhibitor is allocated an island stand, it shall not construct supplementary partitions without obtaining prior written agreement from the Organiser.

The Exhibitor shall, within the timeframe set out by the Organiser, submit a draft layout of materials and equipment to the Organiser for approval.

Exhibitors are hereby expressly reminded that they must obtain approval from the Organiser, or a service provider duly appointed by the Organiser, for their layout plan.

b) Stand use - compliance with applicable laws and regulations

The Exhibitor undertakes to comply with any laws and regulations applicable to the carrying out of the activity(ies) and/or provision of the service(s) that it wishes to develop within the scope of its participation in the Exhibition. To this end, the Exhibitor undertakes to make any obligatory declaration(s) and to obtain any necessary approval and/or authorisation(s) (and in particular, in the event that it sells or gives away drinks to be consumed on the premises) and all in a manner such that under no circumstances shall the Organiser have cause to be concerned.

Furthermore, the Exhibitor undertakes not to cause any discomfort (noise, odour etc.) to neighbouring Exhibitors and not to interfere with or negatively impact the organisation of the Exhibition.

c) Degradations

Except where stated otherwise, the stand area and any materials that shall be made available to the Exhibitor shall be deemed to be in good condition.

The rented stand and/or any materials provided as part of the layout and/or decoration of the stand shall be returned to the Organiser in good working order. The repair of any degradation caused to the building or land let to the Exhibitor and identified when the stand space is returned to the Organiser shall be invoiced directly to the Exhibitor.

12. PERMITTED PRODUCTS, BRANDS AND SERVICES

The Exhibitor is prohibited from exhibiting at its stand any products, brands or services other than those set out on its registration form and accepted by the Organiser.

Moreover, the Exhibitor hereby declares and warrants that it holds all rights relating to the products and/or services exhibited, or in the alternative case, that is has been authorised by the rights' holder(s) to exhibit the products, brands or services at its stand.

The Exhibitor hereby warrants that the products and/or services it exhibits comply with any applicable safety standards in force and hereby accepts full liability for any defects of the aforementioned products and/or services, such that under no circumstances shall any party be able to impart any liability to the Organiser in relation to the aforementioned products and/or services.

13. INTERNET SERVICES

The Exhibitor shall be exclusively liable for the contents of any information supplied by it for the purposes of publication on the Exhibition website, and in particular for information related to its products and/or services and the characteristics, performance and prices etc. thereof.

The Exhibitor hereby warrants that the aforementioned information is lawful and in particular that it complies with any applicable regulations in force relating to the name, the description, the offer, the presentation, the user manual and the description of the scope and terms and conditions of any guarantee for any goods, products or services that may be published online and generally, that any information complies with any publicity and/or consumer protection laws in force.

The Exhibitor shall be exclusively liable for the publication of all texts, logos, illustrations, photographs and pictures, products and brands and only the Exhibitor shall hold any reproduction rights in relation thereto.

The Exhibitor hereby agrees to indemnify the Organiser against any voluntary or judicial proceedings brought by any third party.

14. ILLICIT TICKET TOUTING

The act of offering for sale or showing with the intention to sell or transfer or supplying with the intention to sell or transfer any Exhibition access passes (entry passes, invitations, tickets etc.) in a public or private place or on the Internet, without the authorisation of the Organiser, is a criminal offence punishable by questioning and arrest by the police and a fine of €15,000. In the event that such an offence is repeated, the fine is increased to €30,000.

15. INVITATION CARDS

The copying or re-sale of invitation cards is strictly prohibited and shall be subject to prosecution and/or other sanctions. Furthermore, in the event that any fraudulent use of an invitation card is brought to its attention, the Organiser reserves the right to withdraw the invitation.

16. DEMONSTRATIONS AND OTHER EVENTS

a) Demonstrations

Demonstrations may only be held at the Exhibition for those products that require a specific technical explanation. Furthermore, such demonstrations may only take place where the Organiser has given a special prior written authorisation. Demonstrations on a raised podium are strictly prohibited. Demonstrations carried out using a microphone, or which harangue or solicit in whatsoever manner, are strictly prohibited. Any full or partial closure of an Exhibitor's stand during normal opening hours to the public and, in particular, during any demonstration, is strictly prohibited without express prior written authorisation from the Organiser.

b) Other events

All attractions, shows or animations taking place within an Exhibitor's stand area must be authorised in advance by the Organiser. To this end, the Exhibitor shall provide to the Organiser specific details of any such project (such as the materials and sound sources intended to be used, the type of animation intended to be put on/displayed etc).

In any event, the power of any loud speakers intended to be used may not exceed 30 decibels (dB) and they shall be turned inwards towards the interior of the stand and angled towards the floor. The sound level shall not exceed 85 decibels (dB).

c) Under no circumstances shall any demonstration or event take place in a manner so as to interfere with the neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the provisions of the present sub-cause, the Organiser reserves the right to revoke any authorisation for the relevant demonstration or event forthwith and without further notice.

17. ADVERTISING

All advertising using sound or lighting must comply with the regulations concerning the decoration of the Exhibition and shall be subject to the prior written agreement of the Organiser. Any such agreement shall be conditional upon the advertising not interfering with any neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the present sub-cause, the Organiser reserves the right to revoke any authorisation for the relevant demonstration or event forthwith and without further notice.

Distribution in the Exhibition pathways and within the entrance hall of the Exhibition, of brochures, flyers, vouchers or other printed matter intended to encourage Exhibition visitors to go to the Exhibitor's stand, is strictly prohibited. Only those brochures, flyers, vouchers or other printed material that are displayed and offered within the interior of the Exhibitor's stand are authorised.

Any documentation given to any visitor to an Exhibitor's stand, such as a business card or order form, shall bear the brand or trade mark or the company name of the Exhibitor as set out on its registration form

18. SALES METHODS/UNFAIR COMPETITION

The Exhibitor is hereby reminded that the French Consumers Code [le Code de la Consommation] expressly prohibits sales at a premium (article L 121-35 of the Consumers Code), sales at loss (article L 442-2 of the Consumers Code), pyramid selling (article L 122-6 of the Consumers Code) and related sales transactions (article L 122-1 of the Consumers Code) as well as false sales.

Any sale by auction shall comply with the applicable legislation in force (law number 2000-642 of 10 July 2000 relating to the regulation of voluntary sales of chattels by public auction).

The exhibitor undertakes to remind visitors that any purchases made at the Exhibition, other than those subject to a consumer credit agreement (article L311-12 of the Consumers Code) and those arising from a personal invitation to come to a stand to receive a gift, shall not benefit from the right to cancel the purchase.

The Exhibitor is hereby expressly prohibited, for the entire period of the Exhibition, from engaging in acts of unfair competition such as conducting surveys and distributing advertising items outside its stand area, where such surveys or distribution give rise to the diversion of visitors to the Exhibition in favour of the Exhibitor.

The Exhibitor is obliged to ensure that any agreements it enters into with visitors to the Exhibition are executed in good faith..

19. COUNTERFEIT ITEMS

The Exhibitor shall personally undertake to ensure the protection of any intellectual/industrial property rights related to the materials, products, services and brands exhibited in accordance with any applicable legislation or regulatory provisions in force, and the Organiser shall not be held liable for any failure on behalf of the Exhibitor to comply with the provisions of the present clause, in particular in the event of any action brought by another Exhibitor or a visitor to the Exhibition.

In the event that a competent court finds that the Exhibitor has breached the provisions of the present clause, the Organiser reserves the right to oblige the Exhibitor to comply with any stipulations made in the court's findings.

Failing that, the Organiser reserves the right to refuse entry to the Exhibitor or to enforce any sanctions referred to in the Terms and Conditions without giving rise to any claims or compensation of whatsoever nature by or for the Exhibitor.

20. DISPLAYING PRICES

Prices shall be displayed clearly using the French language and shall be inclusive of all taxes and in compliance with any applicable legislation in force so as to ensure that the general public is properly informed thereof. Any price reduction announcements (discount, rebate or repayment) made by way of labelling, marking or display shall be in accordance with any applicable legislation and regulations in force relating to the provision of prices to consumers, and may only be effected inside the stand area by way of notices such as small posters. The maximum size of any such notices or posters shall be 30cm x 20cm.

21. SALES FOR TAKE AWAY

Unless stated otherwise, any sale whereby a purchaser may take immediate possession at the Exhibition of the purchased items is prohibited.

In any event, and where authorised to sell such items, the Exhibitor hereby undertakes to comply with any applicable regulations in force on the day(s) of the Exhibition relating to the sale of items for immediate take away.

22. SACEM DECLARATION

Exhibitors wishing to play music at their stands must give the Organiser prior written notice of the same. It is furthermore hereby expressly stipulated that the Exhibitor shall be exclusively liable for compliance with any intellectual property regulations and/or legislation relating to the playing of music. Thus the Exhibitor shall make any necessary declarations relating to the playing of music to SACEM [the French collecting society] and hereby undertakes to make any requisite payments.
The Exhibitor hereby indemnifies the Organiser against any claims and/or action brought by any third party as a consequence of its failure to comply with the provisions of the present clause.

23. TAKING PHOTO/BRANDS

The exhibitor hereby and for no charge expressly authorises the Organiser and the COMEXPOSIUM group:

- To take, should they wish to do so, photographs and/or films featuring the Exhibitor and/or members of its team, as well as any products exhibited at its stand.
- To use any such images freely on any media and in particular for the purposes of advertising material (including on the Internet) in France and worldwide and for a duration of five years beginning from the date of their Exhibition registration form;
- To cite and reproduce, for no charge, its trade mark or company name as a commercial reference for the purposes of communication on any medium whatsoever (in particular the Internet) whether in France or elsewhere and for a period of 5 years beginning from the date of their Exhibition registration form.

Any Exhibitor who does not wish for all or part of their stand or any elements thereon (logo, trade mark, model) or any members of their team to appear in photographs or films and/or on the Internet by way of advertising material promoting the Exhibition, must advise the Organiser of this in writing before the start of the Exhibition.

Furthermore, any Exhibitor wishing to take photographs of the Exhibition must inform the Organiser in writing of the same before the start of the Exhibition. Furthermore, the Exhibitor shall personally ensure it possesses all necessary authorisations to take photographs of the Exhibition and shall be exclusively liable for complying with any image rights enjoyed by Exhibitors.

24. CATALOGUE

Only the Organiser shall be authorised to publish or have re-published and to distribute the catalogue at the Exhibition. All information deemed necessary by the Organiser for the purposes of editing the catalogue shall be supplied to the Organiser by the Exhibitor, which shall be liable for the same. Under no circumstances shall the Organiser be liable for any omissions or errors of reproduction or composition which may occur.

25. REGULATIONS

Exhibitors shall be familiar with and shall comply with any applicable regulations in force at the time of the Exhibition as issued by any competent public office or by the Organiser, in particular the no-smoking rules that apply to the public areas, the Fire Safety Regulations and the Health and Safety [Protection] Regulations.

The Fire Safety Regulations and the Health and Safety [Protection] Regulations shall be communicated to the Exhibitor by way of the Exhibitor's Guide.

The Organiser hereby strictly prohibits the operation of any stand that does not conform to the aforementioned regulations.

26. EXHIBITOR'S GUIDE

All information relating to the Exhibitor's participation in the Exhibit shall be supplied to the Exhibitor once a stand has been allocated, by way of the Exhibitor's Guide which is sent to each Exhibitor and which is available on the Exhibition website. The Exhibitor hereby undertakes to comply with the security provisions and the customs formalities, as well as the limitations imposed on the fitting out and decoration of the stands.

27. CUSTOMS

Each Exhibitor shall be responsible for carrying out any applicable customs formalities in respect of any materials and/or products originating from abroad.

The Organiser shall not be held liable for any difficulties arising in connection with such formalities.

The Exhibitor hereby indemnifies the Organiser against any claims and/or actions arising in relation to the customs regulations and formalities and shall pay compensation to the Organiser for any loss suffered as a consequence of its failure to comply with the applicable customs formalities.

28. CANCELLATION OF THE EXHIBITION DUE TO A FORCE MAJEURE EVENT

In the event that the Organiser cancels the Exhibition due to a force majeure event as recognised by French jurisprudence, the Organiser shall notify the Exhibitor(s) forthwith.

In the event of cancellation due to a force majeure event, the Organiser shall not be held liable for any loss or damages but shall return to the Exhibitor any amounts paid to it by them.

29. THE ORGANISER'S LIABILITIES

The Organiser shall not be held liable for any injury or commercial loss that the Exhibitor may suffer for whatsoever reason.

30. COMPLAINTS AND DISPUTES - GOVERNING LAW - JURISDICTION

All complaints shall be sent by registered post with recorded delivery within 10 (ten) days of the end of the Exhibition. The parties shall endeavour to settle amicably and forthwith, any dispute that may arise between them in relation to the interpretation and/or the execution of the Terms and Conditions. Any dispute that cannot be settled in this manner shall be subject to the exclusive jurisdiction of the competent court(s) of Nanterre, France. Participation in the Exhibition, as well as any acts undertaken as a consequence of this participation, shall be subject to French laws and regulations.

31. TOLERANCE

Any tolerance shown by the Organiser in respect of any partial or complete failure by the Exhibitor to carry out any provision(s) set out in the present Terms and Conditions shall under no circumstances, irrespective of the duration or frequency thereof, give rise to any rights for the benefit of the Exhibitor nor shall such tolerance modify, by any means or in any manner, the extent of or performance of the Exhibitors obligations as set out herein.

32. INVALIDITY

In the event that one or more provisions of the Terms and Conditions are found to be invalid and/or unenforceable or declared as such under any law, regulation or following the decision of a competent court, the remaining provisions shall remain applicable.

33. SANCTIONS

In the event of any breach of the Terms and Conditions and/or any general regulations, the Organiser, having given formal notice in the presence of a bailiff in respect thereof and where the breach remains unremedied, shall have the right to close the corresponding Exhibitor's stand forthwith and prevent the Exhibitor from entering the stand area, without such an action giving rise to a right to claim material or non-material damages from the Organiser in respect thereof.

The Exhibitor shall be liable for any costs arising from the intervention of the Organiser (bailiff's fees and/or fees relating to the closure of the stand).

In any event, once any breach has been identified, the Organiser shall have the right to terminate this contract without incurring liability for any losses suffered by the Exhibitor, and shall have the right to repossess the stand area forthwith.

Furthermore and in addition to the previous paragraph(s), the Organiser shall have the right, for a period of three (3) years, to refuse the Exhibitor admission to any Exhibition held by any company within the COMEXPOSIUM group.

General rules and regulations governing exhibitions

CHAPTER 1: GENERAL PROVISIONS

01.01 These rules and regulations are general and apply to all exhibitions organised by Federation members.

All the events listed in Article R762-4 of the French Commercial Code (Code du commerce) inter alia are classified as exhibitions. No exhibition has any connection with previous or subsequent sessions: it is a single event defined by a name, place, date and a description of the products and/or services offered to the public, commonly known as the "nomenclature". These rules and regulations will, if necessary, be supplemented by special rules and regulations specific to each event, or by a "guide" or "exhibitors' manual".

The term "special rules and regulations" means the provisions specifically applicable to any such exhibition which supplement the general rules and regulations governing all exhibitions. The special rules and regulations may not contradict the general rules and regulations in any event. The special rules and regulations may be supplemented by a "guide" or "exhibitors' manual" if necessary.

The term "guide" or "exhibitors' manual" means the document given, sent or made available online by the organiser at the time when the exhibitor applies to take part in the exhibition, containing information relating to the exhibition, the rules and regulations, forms on which to order services and all other relevant information affecting the exhibitor's participation in the exhibition. All of the provisions of this document will apply to the exhibitor.

The term "stand" means the space taken up for the presentation of products or services, or the space in which customers or players operating in the same sector are brought together.

The term "exhibition catalogue" means an electronic or paper document containing a list of the exhibitors, their contact details, the stand numbers and all other information relating to the exhibition.

"In the event of doubt about a particular definition, please refer to ISO document 25639-1 International Standard – Exhibitions, shows, fairs and conventions".

By signing the registration form, exhibitors accept all of the requirements laid down therein as well as any that may be imposed in the event of special or new circumstances. In addition, they undertake to comply with all of the statutory and regulatory requirements in force, particularly labour legislation and safety regulations.

01.02 The organiser alone shall determine the place, duration, opening and closing times of the event, the price of the stands, and the admission price as well as the closing date for registrations. It alone shall determine the categories of persons or companies allowed to exhibit and/or visit the event, as well as the nomenclature of the products or services presented.

CHAPTER 2: APPLICATION TO PARTICIPATE AND FOR ADMISSION TO EXHIBIT

02.01 Persons/entities wishing to participate should complete the application form prepared by the organiser, which is available electronically or on paper. Potential exhibitors will not be deemed to have been admitted to exhibit merely because they have requested an application form, nor because an application form has been sent, nor because a reservation cheque has been collected.

02.02 The organiser shall process the exhibitors' applications to participate and rule on the admissions. Admission only becomes effective when written confirmation is sent to the exhibitor.

02.03 The organiser will have sole discretion with respect to the definition and organisation of the products and/or services offered at its exhibition. The organiser (or the selection committee) therefore reserves the right to reject, provisionally or permanently, any application to participate that does not comply with the required conditions, either with respect to the stipulations laid down on the application form, or with respect to those contained in the general rules and regulations governing exhibitions and/or the special regulations or the nomenclature of the exhibition, or else in the light of Public Policy or the defence of certain protected interests.

02.04 An application may be rejected provisionally or permanently for any of the following reasons, inter alia: failure to provide all the necessary information; failure to make payments or provide guarantees required by the organiser; non-observance of prior obligations and in particular of these general rules and regulations; applicant's non-compliance or the non-compliance of its products or services with the purpose, spirit or image of the event; the exhibitor's going into court-ordered administration; the exhibitor's proven insolvency; failure to obtain administrative or judicial authorisations allowing it be present at the event; the risk, due to its presence, of interference with the protected interests of consumers and of young people; and more generally the risk, due to its presence, of breaches of Public Policy, of interference with other exhibitors' pursuit of their activities, or with visitors' safety and enjoyment.

02.05 The exhibitor must inform the organiser of any element or event that occurs or is disclosed after its application to participate, that would justify reconsideration of its application to participate in the light of articles 02.03 and 02.04 of these rules and regulations.

02.06 In addition, the organiser reserves the right to request, at any time, additional information relating to the foregoing and, if appropriate, to reconsider an admission decision that was made on the basis of deceptive or erroneous information or information that has become inaccurate.

The down-payment made will then remain the property of the organiser, which also reserves the right to seek payment of the price in full.

02.07 The right arising from admission to the event is personal and non-transferable. Admission does not create any right to be admitted to any other event organised by the organiser.

02.08 Unless the organiser has allowed a departure from the normal rule on the basis of an explicit request on their part, groupings may exhibit on collective stands only if each business that is a member of the grouping has been admitted individually and has undertaken to pay the registration fees.

CHAPTER 3: REGISTRATION AND PARTICIPATION FEES

03.01 The application or applications for participation must, under penalty of immediate rejection, be accompanied by the first payment set by the organiser. The organiser may be entitled to retain the administrative or registration fees, whether the application for participation is accepted or not.

03.02 The organiser will be entitled to retain the total amount of the fee charged for participation in the event after written notice of the admission decision has been sent to the exhibitor. Should the balance not be paid on the stipulated date, or should any of the payments not be made on any of the stipulated dates, the exhibitor's admission to exhibit will be terminated, without any formal warning, and the organiser will be entitled to retain the down-payment already made, irrevocably.

03.03 The organiser also reserves the right to seek payment of the balance of the payable price, even if the exhibitor has not participated for any reason whatsoever, in spite of being admitted to exhibit. If an exhibitor does not occupy its stand on the day on which the event opens, for any reason whatsoever, or by the organiser's set up deadline, it will be deemed to have given up its right to exhibit. Without prejudice to any other measures that may be taken, the organiser may dispose of the absent exhibitor's stand, without the exhibitor being entitled to claim any

reimbursement or indemnity, even if the stand is assigned to another exhibitor.

03.04 The special rules and regulations applicable to each event may, if appropriate, lay down the conditions under which the exhibitor may cancel in appropriate cases, and the procedures to be followed, even though it has been definitely admitted to the exhibition.

CHAPTER 4: ASSIGNMENT OF PLACES

04.01 The organiser shall draw up the event plan and assign the places.

04.02 The organiser or selection committee may, within the framework of the special rules and regulations for each event, determine the maximum space available for each type of activity or service marketed and/or the maximum number of exhibitors. The acceptance of each exhibitor's application for participation will then depend upon the places that are still vacant in the business sector considered when the application for participation is made. In order to take account of the specific features of each event, the organiser or the selection committee will, however, retain the right to change the distribution initially planned, considering the objective elements to be applied to all exhibitors.

04.03 Unless the organiser or selection committee stipulates otherwise, admission to exhibit does not confer any right to occupy a specific place. Participation at previous events does not create an established right to a specific place for the exhibitor.

04.04 When the lots are drawn up and the places allocated, the organiser and the selection committee shall make every effort to take account of the wishes expressed by the exhibitors, the nature and interest of the items or services that they propose to present, and the layout of the stand that they envisage setting up.

04.05 If the venue at which the event is to be held so allows, the plans filed and the descriptions of the lots shall include dimensions that are as precise as possible, and specify the places and types of activity that will be organised during the exhibition. When the exhibitor has been informed by the organiser of the advantages and possible disadvantages of its stand being close to the activities, and if it did not object to the location before the beginning of the exhibition, it will be deemed to have accepted any inconvenience and agrees not to bring any action against the organiser in connection with its direct environment, of which it was not previously informed.

04.06 Should there be an absolute need, the organiser reserves the right to amend the following items whenever it deems it useful to do so, in the interests of the event, and at any time, before or during the event, without having to give prior notice thereof to the exhibitor: the general and specific decoration, the opening times and the schedule of the activities; provided this does not significantly change the initial contract that was signed between the organiser and the exhibitor. Should this contract be changed significantly, the organiser shall make every effort to find a solution that is acceptable to the exhibitor.

CHAPTER 5: BUILD UP, SET UP AND CONFORMITY OF THE STANDS

05.01 The "guide" or "exhibitors' manual" specific to each event, as defined in article 01.01, will determine inter alia the time available to the exhibitor, before the opening of the event, when it will be able to fit out its stand and store any items that it will need during the event at the stand.

05.02 During the build up period, the exhibitor is required to comply with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions) drawn up by FSCEF (Foires, Salons, Congrès et Evénements de France or French Federation of the Exhibition and Meeting Industry) and adopted at its General Meeting on 2 July 2010.

05.03 The exhibitor must comply with the organiser's instructions relating to the regulation governing arrivals and departures of goods and other items, particularly with respect to vehicle traffic on the event premises.

05.04 The exhibitors or their principals must have completed their set up on the dates and at the times stipulated by the organiser. After the said dates and times, no packing, equipment, transport vehicles or outside contractors may access, be kept on or remain at the event site, for any reason whatsoever and however harmful that may be to the exhibitor's interest.

05.05 Each exhibitor or its principal shall be responsible for the transport, reception and shipment of its parcels or other consignments, and for acknowledgement of their contents. All parcels or other consignments must be unpacked upon arrival. If the exhibitors or their representatives are not present to receive their parcels, or other consignments, the organiser, given the liabilities incurred, will refuse the parcels or other consignments marked for the attention of the exhibitor in its absence, unless there are contractual provisions to the contrary. The exhibitor will not be entitled to claim compensation for its loss due to the refusal to receive its parcel or other consignment.

05.06 The setting-up of the stands must not, in any event, damage or change the permanent installations at the exhibition venue, and must not detract from the convenience or the safety of the other exhibitors and visitors. The exhibitor will be liable for all damage it causes. To this end, the exhibitor shall take out an insurance policy to cover damage caused.

05.07 The special decoration of the stands shall be carried out by the exhibitors under their responsibility. It must fit in with the general decorations of the event, but must not interfere with the visibility of the signs and safety equipment, not affect the visibility of the neighbouring stands and not conflict with any stipulations in the organiser's special rules and regulations or those of the host site and/or the "guide" or the "exhibitors' manual".

05.08 In the exhibition spaces, all the materials used, including hangings and carpeting, must comply with the rules and regulations in force. The organiser has a permanent right to have any equipment or installations that are not in compliance removed or destroyed, at the exhibitor's expense.

05.09 On its own initiative or at the request of an exhibitor whose interests have been harmed, the organiser reserves the right, before the event opens or during the event, to remove or change installations that detract from the general appearance of the event, interfere with the neighbouring exhibitors or visitors, or do not comply with the plans or particular projects previously submitted. The organiser shall assess the specific situation at its own discretion and has only a best-endeavours obligation if it decides to act in response to the request made by the exhibitor whose interests have been harmed.

05.10 The exhibitor or any person duly appointed to represent it must be present on its stand, when the stand is inspected by the safety officers, and shall comply throughout the event with the safety measures imposed by the authorities, with the safety measures adopted by the organiser or the site manager, and with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions).

CHAPTER 6: OCCUPATION AND USE OF THE STANDS

06.01 Exhibitors participating in the event are specifically forbidden from transferring, subletting or exchanging, with or without consideration, all or any part of the place allocated by the organiser.

06.02 Unless it has prior, written authorisation from the organiser, the exhibitor may not display, at its place, equipment, products or services other than those listed in the application to participate, and that comply with the nomenclature of products or services drawn up by the organiser. Unless there is an express stipulation to the contrary, it is strictly forbidden to display and offer used items.

06.03 The exhibitor may not present products or services or advertise businesses or contractors that are not exhibitors, in any form whatsoever, except with the organiser's prior, written authorisation.

The exhibitors may not, in any form whatsoever, advertise a practitioner or establishment that belongs to a regulated profession whose advertising rules are restricted by the official, national body that represents the profession. It is understood that having a stand is not a form of advertising.

06.04 The stands must be kept in impeccable condition throughout the event. Each stand must be cleaned every day, on the exhibitor's responsibility and at its expense. The cleaning must by completed by the time the event is opened to the public.

06.05 The rental of a stand is not a contract for the storage of goods. In the event of theft from a stand, the exhibitor will have no claim against the organiser.

06.06 Exhibitors may not strip their stand, nor remove any of their items, before the end of the event, even if the event is extended.

This article may be supplemented by a requirement to pay a deposit in the organiser's special rules and regulations.

06.07 Bulk packing, the covers used when the event is closed, items and equipment not used in stand presentation and the staff cloakroom must be out of the sight of visitors. Conversely, it is forbidden to leave the items that are supposed to be on display covered during the business hours of the event. The organiser reserves the right to remove covers from items without being held liable, in any way, for damage or losses that might result from such an action.

06.08 Any failure to comply with any of the foregoing provisions will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

CHAPTER 7: ACCESS TO THE EVENT

07.01 Only persons holding tickets issued or accepted by the organiser may be admitted to the event venue.

07.02 The organiser reserves the right to refuse entry or to expel any person, whether a visitor or exhibitor, whose presence or behaviour is harmful to the safety, peace or image of the event and/or to the integrity of the site.

07.03 The sale and tasting of alcohol are authorised, except to minors under the age of 18, provided the relevant legislation in force is complied with.

07.04 It is strictly forbidden to smoke within the area of the venue that is open to the public, other than in the places reserved for smokers.

Any person who smokes outside the places reserved for smokers will be liable to pay a fixed penalty of €68 (for a class 3 petty offence). Failure to enforce the standards applicable to reserved places or to install the related signage, will be punished by a fixed penalty of € 135 (for a class 4 petty offence). Any person who knowingly facilitates a breach of the prohibition on smoking will also be deemed to have committed a class 4 offence, however, this offence does not carry a flat rate penalty, as the specific details of the offence must be recorded. A report will be sent to the prosecuting authority which will decide whether or not to open criminal proceedings.

07.05 Tickets granting the right to enter the event are delivered to the exhibitors under the conditions laid down by the organiser.

07.06 Tickets for the persons or companies that they wish to invite are delivered to the exhibitors under the conditions laid down by the organiser. Unused tickets may not be returned or exchanged and will not be reimbursed.

07.07 The distribution and/or sale, by an exhibitor with a view to making a profit, of tickets issued by the organiser for good consideration or free of charge, is strictly forbidden. The reproduction or sale of the said tickets may lead to court proceedings.

CHAPTER 8: CONTACT AND COMMUNICATION WITH THE PUBLIC

08.01 The exhibitors and their staff must be smartly dressed and extremely polite to all other persons, such as visitors, other exhibitors, organisers, security staff, hostesses or all other service providers. The staff must not bother customers nor move outside the stand.

Any failure to comply with this provision will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

08.02 The stand must be occupied by the exhibitor or its representative at all times during the hours when the venue is open to exhibitors (including during the build up and tear down periods and when deliveries are made), and at all times during the hours when the exhibition is officially open to visitors.

Any failure to comply with this provision will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

08.03 The organiser has the sole right to write, publish and distribute the exhibitor's event catalogue, free of charge or for good consideration. It may assign all or part of this right, as well as the advertising included in the said catalogue. The information required for inclusion in the catalogue will be supplied by the exhibitors on their own responsibility and under penalty of non-inclusion, within the time limit set by the organiser.

08.04 The organiser may, without specific agreement, include the exhibitor's company name in exhibition information, particularly catalogues intended for visitors and/or exhibitors, or on its website. Should the organiser wish to distribute the exhibitor's personal data, which was collected when the exhibitor registered with the exhibition, with the exhibition information, it must inform the exhibitor before doing so.

However, when the exhibitor registers, the organiser shall ask for its consent to use its image (including its sign, logo, products or services, or photograph of the stand) and name in all canvassing documents and media, for the purposes of advertising and promoting the exhibition. When the exhibitor gives its agreement, there is a presumption that its employees and/or subcontractors have also agreed to the organiser possibly using their images at the time of the exhibition.

When agreement has been reached, the organiser, producer or distributor may not be held liable on account of the distribution of its image, the image of its stand, its sign, its trademark, its staff, or its products or services, by television, video or any other medium, including virtual media (books, brochures), in France or abroad, for the purposes of the event.

08.05 The organiser reserves the sole right to put up posters at the event venue. Therefore the exhibitor may only display, and only on its own stand, posters and signs of its own company, whose name it gave when it registered to take part in the exhibition, to the exclusion of all others, within the limits of the requirements concerning the general decoration.

The organiser may require posters and signs that do not comply with this provision to be removed.

08.06 Brochures, catalogues, printed matter, free gifts or items of any kind whatsoever may only be distributed by the exhibitors on their own stand. Brochures relating to products, trademarks or services that are not on display may only be distributed with the organiser's written consent.

08.07 It is forbidden to distribute or sell newspapers, periodicals, brochures, raffle tickets, badges, vouchers or coupons, even if they relate to charitable work or a charitable event, and to conduct opinion polls, at the event venue and in its immediate vicinity, unless the organiser has granted an exemption from this rule.

08.08 Any light or sound advertising and any promotion, entertainment or demonstration that could cause crowding in the aisles must have the organiser's prior approval. The organiser will be entitled to revoke any authorisation that may have been granted, in the event of disturbance to movement, to neighbouring exhibitors, or to the event itself.

08.09 Audible advertising and touting, in any form whatsoever, are strictly forbidden. The exhibitors must not obstruct the aisles or encroach upon them, in any circumstance, unless they have exceptional, prior, written authorisation from the organiser.

08.10 The exhibitors must make every effort to provide the public with fair, objective and comprehensive information about the qualities, prices, and sales conditions of their products or services, and the related warranties, in compliance with the rules and regulations. They must not use any advertising or carry out any action whatsoever that could mislead or constitute unfair competition.

Exhibitors are informed that purchases made at the event are not subject to Articles L 311-10 and L 311-15 of the French Consumer Code (Code de la consommation) (seven-day cooling-off period) except for purchases that are covered by a consumer credit agreement, and purchases that result from a personal invitation to go to a stand to collect a gift.

Should any exhibitor be found to be claiming the opposite, the organiser may impose sanctions which could include the immediate closure of the stand.

08.11 The exhibitors undertake to present only products, services or equipment in compliance with French or European rules and regulations. They will be fully liable for their products vis-à-vis third parties, and the organiser will have no liability whatsoever in the event that an exhibitor fails to comply with the law.

08.12 It will be up to each exhibitor to complete the formalities involved in its participation in the event, as necessary, particularly those relating to labour regulations, customs requirements with respect to equipment or products coming from abroad, and those relating to hygiene with respect to food products or animal species.

CHAPTER 9: INTELLECTUAL PROPERTY AND OPERATING OR MARKETING RIGHTS

09.01 In accordance with the "Charte de la lutte contre la contrefaçon" (Plan to combat counterfeiting and infringement) voted by FSCEF General Meeting in July 2008, any exhibitor that wishes to bring an action before an administrative or ordinary court for counterfeiting or infringement against a rival exhibitor, undertakes to give prior notice thereof to the organiser of the event or its appointed representative, to behave honestly and to act in good faith.

09.02 The exhibitor shall assume responsibility for the intellectual protection of and the rights to operate or market the equipment, products and services it displays (patents, trademarks, models, etc.), in accordance with the statutory and regulatory provisions in force. The said measures must be taken before the equipment, products or services are presented. The organiser declines all liability in this regard, particularly in the event of a dispute with another exhibitor or visitor.

09.03 Each exhibitor shall assume responsibility for its obligations to the SACEM (Société des auteurs, compositeurs et éditeurs de musique or French Society of Authors, Composers and Publishers of Music) if it uses music at its stand and as part of promotions that are specific to it, even for ordinary demonstrations of sound equipment. The organiser declines all liability in this regard.

09.04 Unless the organiser makes specific provisions or gives written authorisation, photographs other than specific images of the exhibitor's stand may not be taken at the exhibition venue, nor may films be shot. Accreditation constitutes written authorisation to take photographs or shoot films, provided third parties' image rights are respected.

09.05 The photography of certain items at the stands may be forbidden at the exhibitors' request and on their initiative.

CHAPTER 10: INSURANCE

10.01 In addition to the insurance covering the items on display and more generally all movable or other items in its possession, the exhibitor is required to take out at its own expense, either with its own insurer or with the insurer approved by the organiser, all insurance to cover the risks incurred by itself and by its staff, or that it causes third parties to incur. It shall provide evidence thereof, when its registration is confirmed, by producing a certificate of insurance. The organiser will be deemed to be discharged of all liability, particularly in the event of loss, theft or any damage whatsoever.

10.02 The organiser may, if necessary, require the exhibitor to take out the said insurance cover with a specific, named insurance company, in which case the rates and contract clauses will be specified for its benefit.

CHAPTER 11: TEAR DOWN OF THE STANDS AT THE END OF THE EXHIBITION

11.01 The exhibitor or its representative is required to be present at its stand when the tear down starts, and until the stand has been completely removed.

11.02 During the tear down period, the exhibitor is bound to comply with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions) drawn up by FSCEF.

11.03 The stands, goods, items and special decorations, along with the waste remaining from the materials that were used to decorate the stands, will be removed by the exhibitors within the periods and at the times specified by the organiser, in compliance with the laws, rules and regulations and local practice regarding waste materials. After these deadlines, all costs incurred due to any failure to follow these instructions shall be borne by the exhibitor. In addition, the organiser may be entitled to have the items shipped to a depository of its choice at the exhibitor's expense and risk, and the organiser will not be held liable for any total or partial loss or deterioration.

11.04 The exhibitors must leave the places, decors and equipment made available to them in the condition in which they found them. Exhibitors responsible for any deterioration caused by their installations or their goods, either to the equipment or the building, or else to the floor space occupied, will be held liable therefor, upon presentation of evidence in support.

CHAPTER 12: DAMAGE

12.01 The term damage is understood to mean "property damage or non-pecuniary damage sustained by a person due to the action of a third party".

When an exhibition is held, damage may occur:

- between exhibitors
- between exhibitors/organisers
- between organisers/exhibitors
- between organisers/customers

12.02 When an exhibitor suffers damage due to the action of another exhibitor, both must settle the dispute in a responsible fashion, as far as possible. The organiser must be kept informed of the dispute but has no obligation to act as a mediator or arbitrator. Its role is to check that the contractual provisions governing its relations with the exhibitor are complied with. If one of them decides to invite an authority to intervene, it has a duty to warn the organiser in order to preserve the image of the exhibition as far as possible.

12.03 When damage occurs as the result of a dispute between an organiser and an exhibitor and affects another exhibitor, the exhibitor must submit a written request to the organiser. The organiser shall reply to the exhibitor's request promptly, provided the request is legitimate and justified. The organiser will have only a best-endeavours obligation.

12.04 When the organiser suffers damage due to the action of an exhibitor, the former shall issue a notice requiring the exhibitor to cause the problem to cease. If this provision is not complied with, the organiser shall make a written record of its failure, which may be used as a ground to refuse to allow the exhibitor to participate at future events.

12.05 The organiser has a duty to provide general information about the general running of its exhibition.

12.06 The organiser has no obligation to intervene in disputes that may arise between exhibitors and customers and will not be held liable for disputes that arise between exhibitors and visitors, in any circumstance.

CHAPTER 13: MISCELLANEOUS PROVISIONS

13.01 The organiser may cancel or postpone the exhibition if it finds that the number of registrations is clearly insufficient. Registered exhibitors shall then be reimbursed for the amount of their down-payment or participation fee. Until the final day for registration, the exhibitor shall bear the entire risk relating to the fact that the exhibition may not be held, particularly the sole burden of the expenses it believes it will have to incur in anticipation of the exhibition.

13.02 The organiser may also cancel or postpone the event in case of a situation of force majeure. Situations of force majeure that justify the cancellation or postponement of the exhibition, at any time, are any new, health, climatic, economic, political or social situations, at local, national or international level, that are not reasonably foreseeable when the exhibitors are informed of the exhibition, that are beyond the organiser's control, that make it impossible to put on the event or that entail risks of disturbance or disorder that might seriously affect the organisation and proper running of the event or the safety of property or persons. The possibility of the exhibition being postponed and/or the treatment of the sums paid will be determined in each organiser's special rules and regulations.

13.03 Any breach of these rules and regulations, of the special rules and regulations by which they are supplemented, or of the specifications in the "guide" or "exhibitors' manual" issued by the organiser, may lead to the closure of the stand of the exhibitor in breach, with police assistance if necessary.

13.04 In such situation, the exhibitor's participation fee will be kept by the organiser, without prejudice to the payment of the balance of the price, of any amounts remaining due, or of any other cost incurred to close the stand. The organiser reserves the right to bring an action against the exhibitor at fault seeking compensation for the loss sustained.

13.05 Whatever the justification may be, complaints made by an exhibitor against another exhibitor or the organiser must be discussed away from the event and must not disturb the peaceful running or image of the event, in any way.

13.06 The exhibitor agrees not to refer any dispute to the courts before first attempting to find an amicable solution through the organiser.

13.07 In the event of a dispute, in principle, the courts in the place where the exhibition is held will have sole jurisdiction. Exceptionally, if an exhibition is organised abroad by a company whose registered office is in France, the competent court will be the court in the place where the organiser's registered office is located.

13.08 Any difficulties that arise in the construction of the English, German, Spanish, Italian or Chinese versions of these General Rules and Regulations will be resolved by reference to the meaning of the French version of the General Rules and Regulations.

Safety and fire regulations

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition halls.

The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 m²) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:

Cabinet A.T.H - Mr Alain THERIAUX
Tel.: +33 (0)4 78 49 49 34 – (business days, from 9 a.m. to 12:30 p.m. and from 2 p.m. to 6 p.m.) -
Fax: +33 (0)4 78 49 41 39
E-mail: alain.theriaux@wanadoo.fr

MATERIAL FIRE CLASSIFICATION (Order dated June 30th, 1983) : materials are classed under 5 categories: M0, M1, M2, M3, and M4. M0 indicates non-flammable materials.

2. STAND FITTING-OUT

2.1 - Stand framework and partitions - large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials. (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc)

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

2.2.3 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerol-phtalic).

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m² must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² said surfacing may be constructed in M4 class materials.

N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."

2.3 - Decorative Elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m², garlands, light decorative items, etc.) must be composed of M0 or M1 class materials. The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities.

N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously

by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m². In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be equipped around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

2.6 - Fireproofing

Proof of fire reaction classification for the materials used in the exhibition halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

GROUPEMENT NON FEU, 37-39, rue de Neuilly
BP 249, 92113 Clichy (Tel: +33 (0)1 47 56 30 81)

Fireproofing must achieve M2 quality for materials which, in their normal state, are moderately or easily flammable. This may be accomplished by spraying a special liquid, by applying a special paint or varnish with a brush, or by soaking an a special bath. Fireproofing must be performed either by decorators, who must be capable of providing information regarding material processing or by an approved applicator, who shall provide the exhibitor with an approved certificate including the following information: type, surface area, and colour of the treated surfacing, the product used, operation date, as well as the operator's stamp and signature. Contact information for approved applicators may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION
10, rue du Débarcadère, 75017 PARIS
Tel: +33 (0)1 40 55 13 13

(2) This is the case of Halls 5 and 6 at the Parc d'Expositons de Paris Nord Villepinte

N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibres. It is not possible for synthetic fabrics or plastics.

VERY IMPORTANT:

Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)

2.7 – Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event. In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor (Cabinet A.T.H) for information regarding the steps to take.

3. ELECTRICITY

3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

3.2 - Electrical Equipment

3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

3.2.2 - Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- equipped with safety screens (glass or fine mesh) providing protection against the effects of exploding blubs.

3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030

4. CLOSED STANDS - ROOMS SETUP IN THE HALLS

4.1 - Closed Stands

Some exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m²: one 0.9 m exit
- from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an “Exit” sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

4.2 - Rooms Setup in the Halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m². Platforms and tiers with seats must have a resistance of 400 kilos per m².

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

5. RAISED LEVELS

5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50 m² surface area: 250 kilos per m²,
- for levels of 50 m² and over: 350 kilos per m².

Under no circumstances may raised levels be covered.

N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.

In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m². Each stand must be equipped with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m², the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 – Entrances and Exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- up to 19 m²: one 0.9 m stairway,
- from 20 to 50 m²: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 m²: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m²: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m²: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account.

Exits must be indicated with an “Exit” sign in clearly visible white letters on a green background.

5.3 – Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions.

Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows: 0.6 m < 2 H + G < 0.64 m.

Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for fights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

5.4 – Spiral Stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

5.5 - Stairs with Straight and Spiral Sections

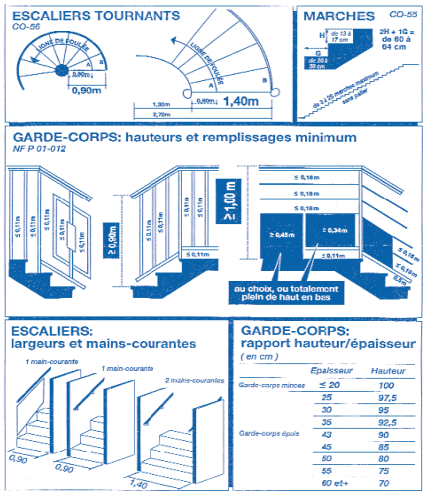
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

Glass panels used as protection must be reinforced or ply glass.

So called “securit” glass is prohibited.



6. LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m² of stand with a maximum of six per stand. The following measures must be taken:

- There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.
- No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.
- Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and equipped with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

6.3 - Installing Cooking Equipment

In addition to the abovementioned rules, the following measures must be taken:

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.
- Each facility must:

- have safety instructions (steps to take in case of fire, numbers for emergency services...)

- be equipped with one or more extinguishers.

7. OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

WARNING: in any case, combustion gases must be evacuated outside the halls.

8. FLAMMABLE LIQUIDS

8.1 - General Remarks

The use of flammable liquids shall be limited to the following quantities per stand:

- 10 litres of category 2 flammable liquids for every 10 m² of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids.

The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:

- place a receptacle under the tanks or containers capable of holding all the liquid,
- refill the device outside the presence of the public,
- place the appropriate extinguishers nearby.

8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or equipped with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

8.3 - Presenting Flammable Products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

8.4 – Prohibited Materials, Products, Gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

8.4.1 – The following shall be prohibited in the exhibition halls (pursuant to Article T45 of the safety regulations)

- distributing samples or products containing flammable gas;
- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is

prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board). Contact the Safety Supervisor (Cabinet A.T.H – Tel.: +33 (0)4 78 49 49 34 – Fax: +33 (0)4 78 49 41 39 or mail : alain.theriaux@wanadoo.fr) at least one month before the start of the event for the required regulatory administrative procedure.

WARNING: storage of empty of full bottles shall not be tolerated within the Halls.

8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request.

Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of

the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

9. RADIOACTIVE SUBSTANCES - X-RAYS

9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.

Waivers may be granted for the use of substances with higher activity subject to the following measures:

- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.

9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

Autorité de Sureté Nucléaire (ASN)
6, place du Colonel Bourgoin
75572 Paris Cedex 12
Tél: +33 (0) 1 43 19 70 75
Fax: + 33 (0) 1 43 19 71 40

10. LASERS

The use of lasers in the exhibition halls shall be permitted subject to compliance with the following provisions:

- in no case shall the public be subjected to the direct or reflected laser beam,
- the device and its ancillary equipment must be solidly attached to stable elements,
- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request.

Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

11. EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

12. OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands equipped with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.

Disabled access within exhibitions

INTRODUCTION

Providing accessibility means allowing those who are temporarily or permanently disabled to exercise their rights as citizens, and providing for the welfare of everyone in the community.

Accessibility is one aspect of general construction guidelines, just as safety is. The dimensional aspects of accessibility have been defined on the basis of a standard, occupied wheelchair. This standard encourages builders to provide amenities designed to meet the functional requirements of all those with reduced mobility.

In accordance with current laws and regulations, genuine accessibility must include:

- the ability to move about without being hampered by obstacles created by designers and other construction professionals,
- the ability to gain access to buildings of any kind,
- the ability to make use of all services available to the public.

Accessibility does not eliminate deficiencies, but it should help to eliminate the disadvantages that result. It allows those with motor disabilities to preserve a degree of autonomy.

Accessibility is an essential prerequisite for guaranteeing the safety and independence of those with reduced mobility and ensuring they can be integrated into the community.

Access to buildings and facilities open to the public

Technical guide for the application of French regulatory documents

French Law 05-102 of 11 February 2005 (*Journal Officiel* of 12 February 2005). French Law 75-534 of 30 June 1975 (*Journal Officiel* of 1 July 1975). French Law 91-663 of 13 July 1991 (*Journal Officiel* of 19 July 1991).

(L.111-7, L. 111-8 to 111-8-4 of the French Code of Construction and Housing [CCH] and L. 421-1 and L. 421-3 of the French Town Planning Code [CU]). Decree 94-86 of 26 January 1994 (*Journal Officiel* of 28 January 1994) (R. 111-19 to R. 111-19-3 of the CCH).

Decree 95-260 of 8 March 1995 relating to France's Departmental Safety and Accessibility Consultative Committee [CCDSA] (*Journal Officiel* of 10 March 1995). Order of 31 May 1994 (*Journal Officiel* of 22 June 1994).

Circular 94.55 of 7 July 1994 (*Bulletin Officiel, Equipement* 94/20).

GENERAL REGULATORY REQUIREMENTS

1. Horizontal circulation

The feasible pathway should be the usual pathway or one of the usual pathways. It must lead as directly as possible, in a continuous flow, from the outer limit of the construction permit or work area to the areas or facilities open to the public.

Surfaces must be non-loose and slip-resistant and must pose no obstacle to wheels. The longitudinal section will preferably be horizontal, with no changes in level. If an incline is unavoidable, the values shown in the figure opposite are permitted. An inclined plane must be provided for gradients if no lift is present. The arrangement of the handrail does not apply to platforms.

Horizontal half-landings of at least 1.40 m in length, clear of the swing of doors, are required every 10 m on ramps with a slope of between 4% and 5%, at the top and bottom of each inclined plane in front of all doors and inside each security door.

Abrupt changes in level must be rounded or chamfered. The minimum distance between two such changes in level is 2.50 m. Slopes with a series of shallow steps and wide treads are prohibited.

Unavoidable crosswise banking or sections must be less than 2%. The minimum permissible width of a pathway is 1.40 m (1.20 m if there is no wall on either side).

Careful attention should be given to grates, cracks and holes that pose difficulties for wheels or canes (see diagram below).

Blind persons must be able to detect the various obstacles with their cane as they move about; these obstacles will contrast in colour with their immediate environment as an aid to the partially sighted.

DIMENSIONAL AND QUALITY REQUIREMENTS

2. Vertical circulation (and raised stands)

LIFTS

A usable lift is mandatory if:

- the building can accommodate fifty persons per storey.
- the facility accommodates fewer than fifty persons when services cannot be offered on the ground floor or access level.

The lift is usable if it can be used by a person in a wheelchair (see diagram below).

Sliding doors are required.

The controls are at a maximum height of 1.30 m and the stopping accuracy is a maximum of 2 cm.

If the lift has several door sides, minimum dimensions of 1 m (parallel to the door) x 1.30 m (perpendicular to the door) are required opposite each door.

The lift must be approved by an inspection bureau after installation.

STAIRWAYS

Persons with reduced mobility who find it difficult to move about must be able to use at least one of the stairways (unless a lift is available as well).

The minimum width is 1.20 m if there is no wall, 1.30 m if there is a wall on one side only and 1.40 m if there are walls on both sides. The maximum step height is 16 cm and the minimum tread width is 28 cm.

The edge of the step must be clearly visible.

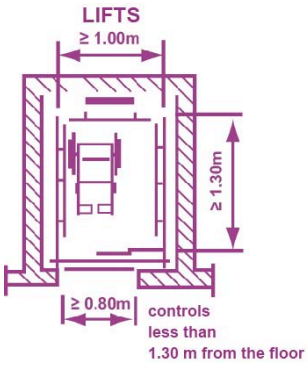
Interior or exterior stairways having more than three steps must include graspable handrails on both sides.

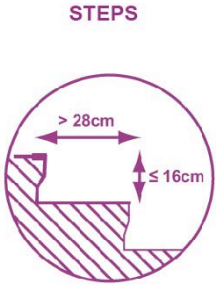
The handrail will extend beyond the first and last steps in each flight of steps.

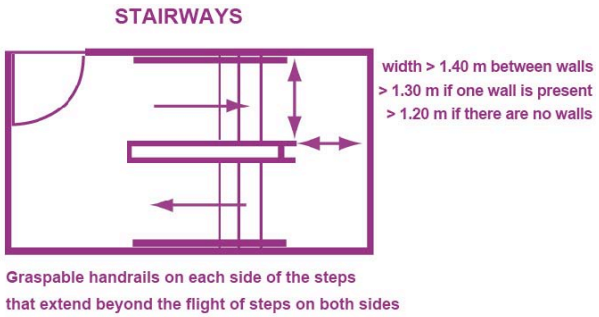
Comments :

- The width of the stairway is measured between the handrails when no walls are present and between the handrail and wall when one wall is present.
- On a suspended or spiral stairway, the step tread is measured in the area that lies 0.60 m from the interior edge and 0.60 from the exterior edge.
- Any interior or exterior stairway that is not accompanied by a lift must be accompanied by a ramp.

DIMENSIONAL AND QUALITY REQUIREMENTS






STAIRWAYS
width > 1.40 m between walls
> 1.30 m if one wall is present
> 1.20 m if there are no walls
Graspable handrails on each side of the steps
that extend beyond the flight of steps on both sides

TABLE, BANK, WINDOW

If windows, shelves, etc., are present, at least one must be at a height that is accessible to persons with reduced mobility (adequate space for arms and knees).

A space that is at least 1.30 m x 0.80 m in size will be provided in front of or alongside each accessible table or window.

Recommendations :

- Seating options must be available for persons with walking difficulties in any location where the public is required to stand in place (offices, waiting rooms, etc.).
- The installation of various audio amplification and transmission systems is desirable to accommodate the needs of those with hearing disabilities.
- Audible signals must be accompanied by visual signals and vice versa.

3. Signage

The international access symbol (the stylized image in profile of a person seated in a wheelchair) will be used only when the provisions for the disabled cannot be easily located.

Comments :

- Parking spaces will be indicated by a sign and only group transport vehicles for the disabled or vehicles bearing the “GIG” or “GIC” designation may park in these specially equipped spaces.

DIMENSIONAL AND QUALITY REQUIREMENTS

Exhibitor safety instructions

IMPORTANT PLEASE NOTE

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another. The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator in accordance with the provisions defined by the texts in force and in particular the following law:

Law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159
Modified and complemented by the decree nr 2003-68 of 24.01.2003

You are therefore asked to study it and apply the regulatory measures defined in this document.

This General Coordination Plan cannot replace the provisions of the Code of Work.

It does not in any way reduce the responsibilities and duties of the companies working on the site.

For the SOLUTRANS 2013, this coordination mission is carried out by the COMEXPOSIUM company via a delegated coordinator assisted by a team of experts who make up the safety group of SOLUTRANS 2013.

This document is a **General Health and Safety Protection Plan** Intended for the exhibitor, his suppliers and sub-contractors **founded on general prevention principles, namely:**

- To avoid risks
- To evaluate risks which cannot be avoided
- To combat risks at source
- To take account of technical developments
- To replace what is dangerous by what is not or by what is less dangerous.
- To plan prevention measures by coherent integration of techniques, work organization and working conditions.
- To take collective protection measures giving them priority over individual protection measures

The exhibitor has a duty and legal obligation to:

1°) Fill in the form safety instructions on the Ebihitors's area in "My account", "My forms".

2°) Pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand.

IF YOU HAVE A BARE STAND AND IF YOUR STAND IS

- Installed by a decorator/stand designer using at least two sub-contractors.
- Includes a mezzanine floor
- Includes walls up to more than 3m

If YES to at least one of these

you must appoint an HEALTH AND SAFETY COORDINATOR

(Law of 31/12/93 N°93-1418 and Decree of 26 December 1994 N°94-1159)

for the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before: 20/10/2013

DÖT / SOLUTRANS 2013
81 rue de Paris – 92100 BOULOGNE
Fax: +33 (0)1 46 05 76 48
E-mail: sps@d-o-t.fr

OBLIGATORY

During the Set-up and dismantling, access to the exhibition halls will be authorised only to people carrying a Set-up /Dismantling badge or an exhibitor badge

Obligation of protection reminder Cf: Chapter VIII-2 of this document

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory
To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.
Art. R 4412-70 of code of work

EVENT SET-UP AND DISMANTLING SCHEDULE

BARE STANDS	Set-up	Distmantling
2-3-4-5-6 & Galeries 2 & 6 & Outside	From 11/14 at 07:00 am To 11/18 at midnight	From 11/23 at 7:00 pm To 11/25 at 12:00 pm
ARIANE GALAXIE OR CUSTOM		
2-3-4-5-6 & Galeries 2 & 6 & Outside	From 11/18 at 07:00 am To midnight	From 11/23 at 7:00 pm To 11/25 at 12:00 pm

On the last assembly day, no motorised vehicle will be allowed into the halls (unless special dispensation has been granted by the organizer).

In the dismantling period, on 23/11/2013, **motorised vehicles may only work after 7:30 pm in the halls.**

SUMMARY

I. GENERAL INFORMATION ABOUT THE OPERATION
II. ADMINISTRATIVE INFORMATION
III. GENERAL ORGANIZATION OF THE SHOW
IV. HANDLING CONDITIONS
V. CLEANING
VI. NSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING
VII. ACCESS CONTROL
VIII. PROTECTIONS
IX. GENERAL RULES OF CONSTRUCTION
X. FIRE SAFETY
XI. ORGANIZATION OF EMERGENCIES
XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

I. GENERAL INFORMATION ABOUT THE OPERATION

I.I. DEFINITION

The General Safety and Health Protection Coordination Plan (G.S.H.P.C.P.) is a document written and devised by the coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of the SOLUTRANS 2013.

It must be communicated to all exhibitors who must transmit it to their stand designer /suppliers when they have them). It enables them to inform Suppliers and Sub-contractors about the special measures to apply to ensure safety at work.

I.2. COMPOSITION

The Safety Instructions are composed of this document including a certificate.

The safety regulations of the site of EUREXPO LYON and the Fire Safety instructions are available from the organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The exhibitor is responsible for his own suppliers and sub-contractors.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the COMEXPOSIUM company.

In addition, it is supposed that companies have:

a). Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work,

b). Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.

c). Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1.1. General Organization

The COMEXPOSIUM company acts as the general exhibition organizer of SOLUTRANS 2013.

ORGANIZER / EMPLOYER
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Ph : +33 (0)1 76 77 11 11 Fax: +33 (0)1 53 30 95 84
GENERAL SHOW DIRECTOR
Mario FIEMS Ph : +33 (0)1 76 77 13 08 Email: **mario.fiems@comexposium.com**
TECHNICAL & LOGISTIC MANAGER
Daniel ALVES Ph : +33 (0)1 76 77 11 14 Fax: +33 (0)1 53 30 95 29 Email: **daniel.alves@comexposium.com**
CONTACT RECEIVING EXHIBITORS' REQUESTS
Emilie Darius Ph : +33 (0)1 76 77 15 32 **Email :** emilie.darius@comexposium.com
INSURANCE AGENCY – Civil resp / Dam. to property
SIACI 18 rue de Courcelles - 75384 PARIS Cedex 08 Ph: +33 (0)1 44 20 96 69 Fax: +33 (0)1 44 20 96 40 Email: **michel.garrido@s2hgroup.com**
TOWN HALL
MAIRIE DE CHASSIEU - Services Techniques 27 chemin de l'Afrique - 69680 CHASSIEU Ph : +33 (0)4 78 90 04 44 Fax: +33 (0)4 78 90 80 49 Email : **s.tech.jlibert@mairie-chassieu.fr**

II.1.2. HSP Coordination / Fire Safety

HSP COORDINATOR
Sté D.Ö.T 81 rue de PARIS - 92100 BOULOGNE Ph : + 33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: **sps@d-o-t.fr**
FIRE SAFETY REPRESENTATIVE
CABINET ATH - Monsieur Alain THERIAUX 262 avenue Jean Jaurès - 69150 DECINES Ph : +33 (0)4 78 65 42 37 Fax: +33 (0)4 78 49 41 39 Email: **alain.theriaux@wanadoo.fr**

The date of presence of the Fire Safety Representative all the time building.

The date of the safety committee tour of inspection hasn't been defined.

FIRE PROOFING
Groupement NON FEU 37-39, rue de Neuilly - BP 249 - 92113 CLICHY Ph : + 33 (0)1 47 56 30 80 **Groupement Technique Français de l'Ignifugation** 10 rue du Débarcadère - 75017 PARIS Tel: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
BUREAU ALPES CONTROLES **Monsieur Christophe ROBBE** Avenue Condorcet - 69100 VILLEURBANNE – France Ph : +33 (0)6 88 84 25 76 Fax: +33 (0)4 78 49 41 39 Email : **crobbe@alpes-controles.fr**

II.2. DEFINITION OF WORK AREAS

VENUE
EUREXPO LYON Avenue Louis Blériot - 69680 CHASSIEU Exhibitors' service: Ph : +33 (0)4 72 22 33 44
HALLS
2-3-4-5-6 & Galeries 2 & 6 & Outside

II.3. THE OFFICIAL BODIES

WORK INSPECTION
8ème Section d'arrondissement 8/10 rue Nord - 69625 VILLEURBANNE Cedex Ph : +33 (0)4 72 65 58 17
D.R.A.S.S.
107 rue Servient - 69418 LYON Cedex 3 Ph : +33 (0)4 72 34 31 32 Fax: +33 (0)4 78 95 18 77
CRAM RHÔNE ALPES
Service Prévention des risques Professionnels. 26 rue Aubigny - 69003 LYON Ph : +33 (0)4 72 91 96 96
O.P.P.B.T.P.
2 Place Docteur Gailleton - 69002 LYON Ph : +33 (0)4 78 37 36 02 Fax: +33 (0)4 78 37 69 23
D.D.T.E.F.P
8/10 rue Nord - 69625 VILEURBANNE Cedex Ph : +33 (0)4 72 65 58 50

Glossaire
CRAM : Caisse Régionale d'Assurance Maladie **OPPBTP :** Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics **DDTEFP :** Direction Départementale du Travail et de la Formation Professionnelle **DRASS :** Direction Régionale des Affaires Sanitaires et Sociales

II.4. EMERGENCY SERVICES ON THE SHOW SITE

Time and location displayed on the halls plans

EMERGENCY POST
Park entrance - Under the Dome EUREXPO From 14/11 at 07:00 am to 18/11 at 10:00 pm From 23/11 at 06:00 pm to 25/11 at 12:00 am Justine ANIA Ph : +33 (0)4 72 22 30 78 Fax: +33 (0)4 72 22 31 18 Email: **justine.ania@eurexpo.com**
GENERAL SURVEILLANCE POST
Ph : + 33 (0)4 72 22 33 32
FIRE SAFETY
Ph : + 33 (0)4 72 22 33 32

OFF SITE:

FIRE SERVICE
69680 CHASSIEU Ph : 18 ou 112 (portables) or + 33 (0)4 72 22 33 33
POLICE STATION
69680 CHASSIEU Ph : 17 ou + 33 (0)4 78 40 18 59
SAMU
69437 LYON Cedex Ph : 15 ou + 33 (0)4 72 11 63 87
NEAREST HOSPITAL
Hôpital Edouard HERRIOT 5 Place d'Arsonval - 69003 LYON Ph : + 33 (0)4 72 11 60 80

II.5. THE COMPANIES WORKING ON SITE

A list of companies working for the general installation is available with the organizer.

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

SOLUTRANS is the worldwide exhibition of internal State security.

III.2. SCHEDULE OF USE OF HALLS

Public opening

	DATES AND TIME
2-3-4-5-6 & Galeries 2 & 6 & Outside	From November, 19th to November,23rd at 09:00 am to 06:00 pm Late night opening November, 21 until 08:00 pm

III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's technical guide

III.4. SITE CONSTRAINTS

III.4.1. Traffic movements inside the park

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc…) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the COMEXPOSIUM company.

Management of parking (and its duration), traffic movements and access to delivery vehicles displaying authorisation will be set up around the halls and in the park. (see Exhibitor Guide).

Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified.

III.4.2. Traffic movements inside the halls

No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the organizer.

Means of transporting people (motorised or not) such as: scooter, bicycle, roller blades, electric vehicles, etc… are prohibited in the halls.

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

There must be no storage or parking on the traffic movement areas defined on the plan of each hall.

RESPECT: INSIDE

- The paths marked out for fire services and traffic movement areas
- The storage areas
- The environment by using non-polluting machines

RESPECT: OUTSIDE

- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates

IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

Lifting and handling equipment must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections.

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

It is strictly forbidden to climb on the machine

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum.

(Article R 4541-3 of Code of Work)

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the loads on the forks of the lifting trucks is obligatory.

The maximum load indications of each strap must be respected.

Metal slings must be equipped with heart-shaped thimbles and cable clamps assembled opposite each other.

IV.2. USE OF MACHINES WITH AN ENGINE

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc.)

Machines must hold the following documents:

- Valid insurance certificate
- Valid certificate of conformity (checking report of lifting devices).

Only companies having authorisation from COMEXPOSIUM company are authorised to operate on the site of the Show.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls.

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

IV.3. LIFTING REGULATIONS

For any use of a crane, a special request must be made to COMEXPOSIUM company.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

The certificate of conformity of this equipment must be available for inspection.

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company which provides the equipment. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users must take care not to work over any other workers and to take all necessary safety provisions.

REMINDER : IT IS FORBIDDEN

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine turning in the absence of the driver.
- To lift people with trucks not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.
- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries

IV.4. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the accesses to the halls. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously.

At the end of assembly, racks, pallets, etc... must not be stored inside the Show and in the areas behind the claddings (unless authorised to do so by the organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the organizer's technical managers.

The exhibiting companies (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

V. CLEANING

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

You are reminded that no worker must climb into a skip or truck.

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, COMEXPOSIUM company and the Safety Coordinator will ask EUREXPO LYON to open additional communal toilet facilities in the exhibition halls from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities.

The toilet facilities that are open will be indicated on the plans posted up at the halls entrances.

VI.2. CLOAKROOMS

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from COMEXPOSIUM company

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

VI.4. ACCOMMODATION

The Company is responsible for providing off-site accommodation for its staff.

VII. ACCESS CONTROL

VII.1. PROTECTION OF WORKERS

VII.1.1. Medical fitness

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work.

These certificates must be available on the site.

VII.1.2. Safety training

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety training sessions. (Presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Safety and Health Protection Plan).

VII.2. REGISTERS

VII.2.1. Legal Registers

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

VII.2.2. Joint site visits

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to the state of the site at the time of the visit and the way the visit is carried out (number of visitors, times of the visits, premises visited, etc…).

VII.3. ACCESS

Access to the show site is only possible for persons and vehicles carrying authorisation or a badge given by COMEXPOSIUM company.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the hall entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets…) are strictly forbidden.

VIII. PROTECTION

(Art. R 4323-59 of code of work)

VIII.1. COLLECTIVE PROTECTION

Definition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails…); designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

This collective protection must be rigid, safely attached and must be installed with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must only be removed after all work has finished during dismantling. The stairs must be assembled as a priority and made safe by guard rails as soon as they are set up. The stair cavities must be protected.

Each company in their respective Individual Health and Safety Protection Plan must describe collective protections.

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

If definitive collective protections cannot be fitted, provisional collective protections must be installed, including for the stair cavities and materials delivery access.

Article R4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at work station access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII.2. INDIVIDUAL PROTECTIONS

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):

- Work clothes
- Gloves adapted to the work
- Safety hard hats compliant with standards
- Safety shoes (reinforced toes + anti-perforation soles)
- Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Work Code).
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks which result from this. They must be designed for safe, clean dismantling.

It is strictly forbidden to « blow out » panels and partitions during dismantling

IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (articles R.4323-58 to R 4323-90).

Ladders must not be used as work positions.
Article R. 4323-63 of the work code
Scaffoldings, cherry pickers, or mobile platforms are means of working at a height, ensuring safety for all.

Ladders, stepladders and steps must not be used as work position. However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (article R4323-63 of the work code)

Legal restrictions concerning work at heights must be respected.

Article R4323-77 – scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the article R4323-59.

For mobile scaffolding, the wheels must be locked in position when the scaffolding is in use.
No worker must remain on mobile scaffolding while it is being moved.

For the assembly of scaffolding, steps, etc., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P. by their personnel is effective.
An installation company making available to a user company any devices such as scaffolding, flooring or working platforms, for example, implies respect for safety regulations and the presentation of all necessary reception, test and inspection reports.

When scaffoldings used on worksites are brought or brought back into service, they must be examined as to their good condition and their conformity:

- Following any defect that has caused an accident or not;
- After any abnormal stress or incident that may have caused a disturbance;
- After dismantling, modification or replacement of one or more elements.

The dates and results of the examinations, as well as the names and positions of the persons carrying them out must be entered on the «safety register ».

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

This chronological order will be in the same way adapted to dismantling.

The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly. The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force and in accordance with the decree 88 10 56 of 14/11/88 modified and complemented by the decree 95-608 of 6 May and standard NFC 15.100

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies which use the installations are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

An approved body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line:

Unauthorised connections on the existing power points in the hall will not be tolerated.

All the worksite cables and extension leads must be in good condition and compliant with current standards.

Worksite electricity cabinets are available from the Park

IX.4.2. Lighting

The general lighting in the work areas must be compliant with lighting regulations determined by decree nr 83.721 of 2 August 1983 and repeated in the work code in articles R 4223-1 à 12.

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

The assembly and dismantling of decors may obscure the light in the hall (roofing, canopy, stretched ceiling, mezzanine floor…), so provisional lighting must be provided.

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. Hazardous materials

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, and put in place the protection measures specified on the sheet.

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

IX.5.2. Noise disturbance

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc…) so as not to exceed the regulatory limits as regards acoustic levels.

IX.6. RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.
Art. R 4412-70 of code of work

Article R441-149 of the labour work regulations has fixed since 1st July 2005 a professional exposure limit of 1 mg/m3 that must not be exceeded in the workplace. Wood dust is classed, in the labour work regulations, as a carcinogenic chemical agent.

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. **They must in no circumstances be placed in the movement aisles**, and the electricity supply must be disconnected when they are not in use.

Only water disc cutters will be allowed for cutting tiles, stones, etc…

IX.6.1. Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc.)

For any grinding or welding operation, a fire permit must be applied for from the organizer.

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the halls.

X. FIRE SAFETY

The fire safety regulations are deposited with COMEXPOSIUM company and available in the Exhibitor Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc.).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc.

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI.1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the hall plans.

One first-aid worker (SST) for every 10 persons must be present within each company on the site. These trained persons will provide first aid in the event of an accident.

They must wear an identification pictogram on their helmets and their names must be entered in the I.H.S.P.P.

The emergency phone numbers are displayed at the Technical Office

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

EMERGENCY POST :
Park entrance – under the Dome EUREXPO
EUREXPO
From 11/14 at 07:00 am to 11/18 at 10:00 pm
From 11/23 at 06:00 pm to 11/25 at 12:00 pm
Justine ANIA
Tél. : +33 (0)4 72 22 30 78
Fax : +33 (0)4 72 22 31 18

SURVEILLANCE CENTER :
+33 (0)4 72 22 33 32

FIRE SERVICES :
+33 (0)4 72 22 33 32 Or 18 or 112 (mobile)

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

All the exhibitor's stand providers must draw this document
At least 30 days before any assembly for main contracts
At least 8 days for work of short time and/or finishing work.
All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

XII.1. THE EXHIBITOR

A copy of the Safety Instructions drawn up by the show Safety Coordinator must be given by the exhibiting company to their service providers or to the safety coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

XII.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

XII.3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.

Insurance regulations for Exhibitions

The organiser is not responsible for damage that the exhibitors may cause to, third parties or for damage to property of exhibitors.

However, the organiser recommends that exhibitors enrol in the insurance policy underwritten by COMEXPOSIUM ASSURANCES, on their behalf, with the AXA FRANCE company. This insurance policy covers damage to the exhibitors' property (loss, theft, destruction) and stand equipment, under the conditions and within the limits of the insurance policy, provided that the exhibitors enrol in said policy by taking out the insurance offered on the application form.

This AXA France insurance policy no. _4930040904 is an appropriate solution based on the situation, the needs expressed and the financial terms and conditions of the policy (deductible, insurance benefit and premium).

INSURANCE REGULATIONS

It is recalled that the insurance taken out by the exhibitor does not cover the third party liability of the latter. In this regard, the exhibitor acknowledges having taken out all the insurance policies necessary with an insurance company covering its third party liability and that of any person involved directly or indirectly in the exercising of its activities and/or those of its company, for any physical injuries, material or intangible damage caused to a third party during his attendance and/or that of its company at the Exhibition SOLUTRANS 2013 from November, 19th to 23rd 2013) including during the assembly and dismantling periods.

The insurer:
Compagnie AXA France
26 rue Drouot -75009 PARIS
Police n°4930040904

I - COVER

A) PURPOSE AND SCOPE OF THE COVER

1/ Events insured

The insurance covers any material damage, losses and damage caused to the goods exhibited, including the fittings of the stands pursuant to any non-excluded event.

It is specified that acts of terrorism and attacks and Natural Disasters are only covered in France.

2/ Goods insured

The insurance covers the goods of the exhibitors and the co-exhibitors, and the fittings of the stands.

B) EXCLUSIONS OF COVER

The exclusion of cover clause is the clause whereby the insurer, when it defines the purpose of its cover, expresses its intention to exclude from said cover certain events, certain types of damage and, more generally, certain risks.

The insurer shall therefore not be liable for any event, property or damage excluded by it through the exclusion clauses in case of damage.

1/ Events excluded

Damage, losses and deterioration suffered by the goods insured are excluded from the cover that result:

- from foreign war or civil war,
- from the direct or indirect effects of an explosion, discharge of heat or radiation resulting from the transmutation of atoms or radioactivity as well as the losses due to the effects of radiation provoked by the artificial acceleration of particles,
- from confiscation, sequestration, seizure or destruction by order of any government or public authority, as well as the consequences of any ingringements,
- of flooding or overflowing of stretches of natural or artificial water, rain water, floods, tidal wave, moving blocks of snow or ice or other natural disasters (except those covered under the Law on natural disasters no 82-600 of 13.07.82, cf. Article 2 above),
- of a specific defect, wear and tear, age, slow deterioration, moths, parasites and rodents of any kind,
- of the insufficiency or unsuitability of the packing or packaging,
- of simple thefts or misappropriations committed by the employees of the Insured Party or of the beneficiary as well as of the intentional or fraudulent fault of the insured party or of the beneficiary, who have the strict obligation to act in all circumstances as if they were not insured,
- of the influence of atmospheric agents for object exposed to the air,
- of epizootic as regards animals,
- of the fading of flowers, trees ad floral decorations as well as of any plants.
- of any losses or disappearances on the stands where free distributions or tastings are made of any goods or beverages whatsoever,
- of any sanitary or disinfection measures or cleaning, repair or renovation operations,
- of the defective assembly or dismantling of the objects insured,
- of the breaking of fragile objects such as porcelain, glassware, mirrors, marble, pottery, terra cotta, sandstone, ceramics, alabaster, plaster, waxworks, cast iron works, under glass or windows.

If the occurrence of these events cannot be excluded, it appears however that they are not likely to deprive the exhibitor of the protection of the coverage offered in a large number of circumstances during the exhibition.

Nevertheless, of these events excluded from cover, we draw your attention to acts of petty theft or embezzlement committed by the insured's employees. Thus, such events may under no circumstances activate the insurance cover and shall therefore not be indemnified if they should occur.

2/ Goods excluded

We draw your attention to the fact that the following goods are excluded from the cover:

- Works of art,
- Objects of special value. An object of special value means an object whose intrinsic value is not related to the costs incurred to obtain it,
- Furs, skins and carpets,
- Cash and notes,
- Personal effects and objects, jewels, cameras, radios, electronic pocket calculators and all the objects belonging specifically to any person attending the event directly or indirectly,
- Connected telephones,
- Removable software and software packages,
- Plasma or LCD screens (the exhibitor can take out a specific insurance policy to cover this equipment)..

3/ Damage excluded

The following items are always excluded from the cover granted by the Insurer:

- Indirect losses of any kind whatsoever such as loss of profits, damages, duties and other taxes, penalties of any kind and, notably, those relating to a deadline or delay for any reason whatsoever,
- Stains of animals,

- Damage caused to materials, clothes, fur, carpets, tapestries and covering (floors, walls, partitions) by marks, stains, dirty marks and burns of cigars, cigarettes and/or pipes, except those resulting from water damage, fire or theft,
- Scratches, scrapes, rust or any oxidation and/or corrosion,
- Damage to the objects exhibited under stands, when these goods are located outside of the latter,
- Damage, losses and deterioration suffered by the goods insured when this damage is the result of the operating or mechanical or electrical malfunction of the said objects.

C) AMOUNT OF THE COVER

The cover is fixed at € 500 per square metre rented with a minimum of € 6,000 and a maximum of € 300,000.

This amount is the limit of liability, i.e. the maximum amount of the insurer's obligation. Moreover, in case of loss, you may not obtain compensation in excess of the above-mentioned amount in the event that the insurance coverage is activated.

In the event of theft, the payment of the compensation shall be made after deduction of a deductible of € 300 per loss.

The deductible is the sum of money or the portion of the damage for which you will be responsible in the event that a risk occurs. In addition, the insurance benefit shall be paid for losses in amounts greater than the deductible and for the portion in excess of the deductible.

D) ADDITIONAL INSURANCE

If the value of the exhibited items exceeds the insured amount, exhibitors are advised to take out additional insurance. For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0,27%.

Moreover, plasma and LCD screens are excluded from coverage. However, the exhibitor has the option of taking out special insurance. The premium is 4,00% tax included of the equipment's value with a minimum of 250€ excluding VAT per covered screen.

The additional insurance enrolment form for damage to property or for plasma or LCD screens is attached to these insurance regulations and is also included in the Exhibitor's Guide, which will be sent to each participant or accessible on the exhibition's website.

II - INSURANCE CONDITIONS

A) TAKING OF EFFECT OF THE COVER

The cover applies to the stands provided to the exhibitors from the day before the opening to visitors (7.00 p.m.) to the last day of opening to visitors (closing time).

B) SPECIFIC PREVENTATIVE MEASURES FOR THEFT COVERAGE

The cover for Theft without break-in applies when the following preventive measures have been taken :

- During the hours of opening to the public and/or to exhibitors, as well as during the period of installation and dismantling, the stand must be permanently guarded by the Exhibitor or by one of its employees.
- During the hours of closure to the public et/or to exhibitors, the audiovisual equipment used for advertising purposes (such as video recorders, cameras, video cameras and portable microphones) must be stored in a locked cupboard and/or specific area.

If you fail to do so, you risk being denied coverage by the insurer.

C) PROVISIONS SPECIFIC TO OBJECTS OF VALUE

Objects in precious metals (gold, silver or platinum), precious stones, pearls, gold or silver plate, time-pieces and any objects of a small size and/or of great value must be locked up :

During the hours of opening of the exhibition to the public: in solid showcases equipped with thick glass and locked by safety locks

During other times (installation – closure – dismantling): in a safe approved by the insurer.

If you fail to do so, you risk being denied coverage by the insurer.

The risks of theft are only covered in the event of break-in or in the event of violence committed against the guard or guards.

D) PROVISIONS SPECIFIC TO TAKEAWAY SALES

The cover applies for goods intended for takeaway sales. The insurance only covers goods in locked storerooms or placed in solid cupboards entirely closed and locked with security locks. The Theft cover is restricted to theft by break-in from the storerooms and/or cupboards.In the event of partial or total loss, the cover of the Insurer is automatically reduced by the amount of the loss. The reimbursement is made solely on the basis of the cost and/or purchase price.

III - LOSSES

A) DECLARATION OF THE LOSS

The losses must be immediately declared to the Organiser.

In addition, losses must be reported within twenty-four (24) hours, regardless of the damage, under pain of forfeiture.

Every declaration of a loss must imperatively state the date, the circumstances of the loss and the approximate amount of the damage and must be accompanied by the original filing of a complaint in the event of theft.

This claim form must be sent directly to SIACI SAINT HONORE, as indicated in section VII below.

The claim form must indicate the insurance policy number, i.e. AXA France policy no. 4930040904

B) MEASURE TO TAKE AT THE TIME OF A LOSS

You must also take any measures to ensure the protection of the undamaged objects and, when the liability of a third party can be involved, must take all the measures required by the laws and regulations in effect to protect the recourse of the insurer.

If you fail to do so, you risk being denied coverage by the insurer.

C) ASSESSMENT OF THE LOSS

It is recalled that the insurance cannot produce a profit for the insured party. It only covers the compensation for its material losses in accordance with the compensation principle stipulated by the Code in Article L 121-1.

In the event of a loss covered by the insurance policy, the damage is assessed by mutual agreement.

D) PAYMENT OF THE BENEFIT

The benefit shall be paid to the owners of the insured property.

If the coverage amount applied for is insufficient, the benefit shall be divided proportionally to the total value of the damaged property of each of the exhibitors present at the stand.

IV - WAIVER OF RECOURSE

Every exhibitor, by the sole fact of its attendance, declares that it renounces any recourse that it or its insurers may have the right to exercise against the organiser and the operating company of the premises where the event takes place and their insurers, for any direct or indirect damage that the latter may cause to its goods.

The insurance conditions that are the subject of these Articles are governed by the Insurance Code.

V - PERSONAL DATA

The personal data collected on the enrolment form for the above-mentioned insurance policy and during the term of the policy may be disclosed to the Insurer and to the persons involved in managing the policy (intermediate underwriters, experts and reinsurers).

Said data shall be used to manage the policy, to analyse and control risk, to carry out the services, to prepare statistics and to enforce the legal, regulatory and administrative provisions in force.

As provided by law, the insured may access the information concerning him/her, have it corrected, object to its disclosure to third parties or to its use for commercial purposes by sending a letter to COMEXPOSIUM ASSURANCES.

VI - CONTACT DETAILS OF AND INFORMATION ABOUT THE INSURANCE BROKER

COMEXPOSIUM ASSURANCES Insurance brokerage firm registered with ORIAS under number 10 058 342 and located at 70 Avenue du Général de Gaulle - 92508 Paris La Défense Cedex Telephone: 01 76 77 11 11

The registration of COMEXPOSIUM ASSURANCES can be verified at www.orias.fr.

COMEXPOSIUM ASSURANCES is subject to the control of the Autorité de Contrôle Prudentiel (ACP) located at 61 rue Taitbout - 75436 Paris Cedex 09 (Switchboard: 01 55 50 41 41).

COMEXPOSIUM ASSURANCES is a subsidiary of the COMEXPOSIUM company.

COMEXPOSIUM ASSURANCES offers only property and casualty insurance policies at the exclusion of public liability and life insurance policies.

COMEXPOSIUM ASSURANCES has a civil liability guarantee and a financial guarantee in accordance with the insurance law, which it has obtained from the ALLIANZ company.

COMEXPOSIUM ASSURANCES has no financial ties to insurance companies.

VII - INSURANCE REGULATIONS

Exhibitors are reminded that their insurance does not cover them against third-party liability. Exhibitors must take out all necessary insurance covering them and all persons participating directly or indirectly in their activities and/or the activities of their company against third-party liability, including bodily, material and immaterial damages sustained by third parties as a result of their participation, or the participation of their company, in SOLUTRANS (19 to 23 November 2013), including assembly and dismantling periods.

With regard to the aforementioned insurance, the insurance company COMEXPOSIUM ASSURANCES has mandated the company COMEXPOSIUM, as an insurance agent registered with the ORIAS register of insurance intermediaries under no. 10058581, with registered office at Immeuble Le Wilson – 70 avenue du Général de Gaulle – 92058 Paris La Défense – France.

The registration of COMEXPOSIUM can be verified at www.orias.fr.

COMEXPOSIUM is subject to the control of the Autorité de Contrôle Prudentiel (ACP), 61 rue Taitbout – 75436 Paris Cedex 09 (tel. 01 55 50 41 41).

COMEXPOSIUM has no financial ties with insurance companies.

VIII - CLAIM FORM

In the event of a loss, claim forms must be sent to:

SIACI SAINT HONORE
18 rue de Courcelles
75384 Paris Cedex 08
Tel.: +33(0)1 44 20 99 99

Such claim forms must meet the above-mentioned conditions and be sent by registered letter with acknowledgment of receipt.

Decoration regulation

IMPORTANT

In order to avoid disputes, it is **mandatory** to submit the stand layout plans by post or by e-mail for approval **by October 18th, 2013. The stand layout plans must necessarily include the following elements:**

- **Plan** view including scale, dimensions, and positions of setbacks (from neighbouring stands and aisles);
- **Elevation** view including scale, dimensions and heights of projected volumes.

Any project that will not comply with the Regulations will be rejected, and any stand that would be erected without the approval of SOLUTRANS Logistics Service will be dismantled at the exhibitor's expense.

SOLUTRANS LOGISTICS SERVICE:
COMEXPOSIUM – DANIEL ALVES
Fax: +33 (0)1 53 30 95 29
E-mail: daniel.alves@comexposium.com

The SOLUTRANS Architectural Regulations cover the stand fitting-out and construction rules which have been set out to guarantee the proper operation of the exhibition and optimum visit comfort. Re-used stands are subject to the Architectural Regulations 2013 like newly constructed stands. They must comply with the required setbacks and heights, and must be approved by COMEXPOSIUM.

No agreement made between exhibitors will be authorized; only the organizer is entitled to grant dispensation upon submission of a written request.

1- HALL FLOOR, PILLARS AND WALLS

It is strictly forbidden to drill, screw, nail or embed the walls, cladding panels, pillars and floors of the halls, in particular to anchor exhibited machines.

A fixed price of € 493 excl. VAT per hole will be charged to the exhibitor in case of non compliance with these instructions. Furthermore, it is forbidden to paint or mark the walls, pillars and floor of the halls.

- **Allowed floor loading:** 35 tonnes or 13 tonnes per axle.
- **Overload:** 5 tonnes / sqm.
- **Resistance to puncture:** 6.5 tonnes maxi per 10 sqcm (10/10 cm)

Your space must be restored to its original condition.

All waste materials (e.g. carpeting, adhesives) must be removed. Any damage reported on stand dismantling will be charged to the exhibitor who is liable for the damage.

The exhibitor is personally responsible for his suppliers, i.e. decorators, installers, contractors…

2- STAND INSTALLATION AND DISPLAY OF EXHIBITS

Exhibits on display must not disturb nor damage neighbouring stands. Equipment and machinery must not project beyond the stand boundaries.

3- SOUND PRESENTATIONS

Exhibitors who wish to use sound equipment on their stands must comply with the following rules:

The sound power reflected by the decoration or presentation items shall not exceed: 80 dB(A) when measured within a 2.50 metre area surrounding the stand.

The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighbouring stands.

Moreover, for playing music or organizing musical presentations on your stand, you must pay fees before the exhibition opening to the following French music rights body:

SACEM
14, avenue Georges POMPIDOU
B.P. 3178 – 69212 LYON CEDEX 3
Tel.: +33 (0)4 72 91 54 00
dl.lyon@sacem.fr

Please comply with the above sound level without exception and even for a short time. Continuous and severe inspection will be carried out to ensure that these rules are strictly observed.

The organizer reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

4- ELECTRICAL INSTALLATIONS ON STANDS

For obvious safety reasons, it is strictly forbidden to use the private installations of the exhibition centre "Parc des Expositions d'EUREXPO" (e.g. hall ducts, water ducts) for laying electrical cables to the stands or for any other purpose.

5- MAXIMUM AUTHORIZED HEIGHT FROM THE BUILDING FLOOR

2.50 m maximum height in all the halls, for partitions between adjacent stands and alongside aisles (without raised technical floor)

5.00 m maximum height with a 1.00 m setback from adjoining stands or aisles

4.00 m maximum height, in galleries 2 & 6, in passages 3, 34, 45 and 5, with a 1.00 m setback from adjoining stands or aisles

Any construction or decoration item which is **higher than 2.50 m**, but not higher than 4.00 m or 5.00 m, from the building floor, and which is erected next to adjoining stands or aisles, **must be set back 1.00 m from the adjoining stand(s) and from aisles.**

Office sides, decoration items or panels facing neighbouring or adjoining stands must necessarily be smooth, plain, painted in neutral colours or covered with M1 fireproof wall cloth. **Electrical cables must not be visible.**

6- CONSTRUCTION OF STAND SIDES EXPOSED TO AISLES

We remind you that it is forbidden to erect walls or screens consisting of partitions or office walls or annex rooms which may affect the overall view of the halls, hide neighbouring stands or hinder the free movement of visitors on the stand.

Any construction on sides exposed to aisles must include a 50% opening on each side exposed to an aisle. Transparent structures (e.g. glass, see-through fabric) which allow to clearly see the inside of the stand may be considered as open partitions. The positions and types of materials will have to be specified when submitting the stand project for approval. Construction height must not exceed 2.50 m (without raised technical floor) alongside aisles.

7- DOUBLE-DECK STANDS

Double-deck constructions in halls are only authorized in certain areas of the exhibition and for stands larger than 100 sqm.

They are prohibited in galleries 2 & 6, and passages 3, 34, 45 and 5.

The upper level must not exceed half of the stand surface area.

The structure of double-deck stands in halls (including signs or towers) must not be higher than 4.00 m. The upper level must absolutely be set back 2.00 metres from aisles and from adjoining stands.

No floor and/or overhead structures can link two stands across an aisle, except for interior aisles within island booths.

It is mandatory to send the stand structural stability certificate **issued by an authorized body** (*), as well as the drawings and strength calculations (not later than October 18st, 2013) together with assembly instructions to the following address:

CABINET A.T.H
M. ALAIN THERIAUX
262 Avenue Jean Jaurès
69150 DECINES – France
Tel.: +33 (0)4 78 49 49 34
Fax: +33 (0)4 78 49 41 39
E-mail: alain.theriaux@wanadoo.fr

(*)Expert in the strength of buildings, double-deck stands

BUREAU ALPES CONTROLES
M. CHRISTOPHE ROBBE
Avenue Condorcet
69100 VILLEURBANNE
Tel: +33 (0)6 88 84 25 76
Fax: +33 (0)4 72 43 98 15
Email: crobbe@alpes-controles.fr

8- SIGN / LIGHTING BRIDGE

In halls 2, 3, 4, 5 and 6, signs must not exceed 6.00 m high maximum from the building floor.

In galleries 2 & 6 and passages 3, 34, 45 and 5, signs must not exceed 4.00 m high maximum from the building floor.

Sign walls and sign partitions are strictly prohibited.

The highest point of the sign or its support as well as lighting bridges must not be higher than 6.00 m, 5.00 m or 4.00 m above the building floor.

The sign and lighting bridges must be confined within the stand limits and must be set back 1.00 m from boundaries between adjoining stands. No setback from aisles.

Flashing signs are prohibited.

9- LIGHTS

Flashing lights and beacons are prohibited.

10- CAPTIVE BALLOONS

Balloons which are inflated with a gas lighter than air and which serve as signs must comply with the authorized heights and setbacks.

The length of their cables must not vary and must be at a maximum height of: see clause 8 above.

SOLUTRANS shall be entitled to remove balloons that would fail to comply with the above obligation.

11- PILLAR COVERING

Maximum height 5.00 m from the floor. Covering materials can rest on the pillar, but must be kept away or, at least, isolated with a soft material (e.g. felt, soft board) placed at contact points.

12- SLINGING / HANGING FROM THE FRAMEWORK

Hanging operations from the hall framework must be carried out exclusively by the technical services of the exhibition centre "Parc des Expositions d'EUREXPO".

Requests must be submitted directly to the exhibition centre's site www.eurexpo.com, tab « Exhibitors », section « Suspended items services ».

In all cases, suspended elements must comply with the exhibition's decoration rules.

13- LEAFLETS AND MUSIC

Unless a commercial agreement has been specifically reached, it is strictly forbidden to distribute leaflets, handouts, etc. outside the stands, including in the areas around the halls (i.e. check-in gallery, car parks, front square).

14- MACHINERY IN OPERATION

All machines and equipment shown in operation during the exhibition must be declared to the exhibition organizer, otherwise they will have to cease operation (Cf. form « Declaration of machine(s) in operation » in your exhibitors's area section "My account", "My froms"

All presentations and demonstrations shall be carried out under the exhibitor's full responsibility. A protected area must be provided to ensure that the public is kept at a minimum distance of 1.00 m from operating machines. This distance may be increased depending on the exhibit's features. These provisions shall apply to all stands, including outdoor stands.

Only machines and equipment approved by the Safety Commission as complying with the regulations will be allowed to be exhibited in operation.

15- USE OF GAS CYLINDERS

The number of gas cylinders must be minimized. It is strictly forbidden to store them on stands. They must be connected and secured to the machines.

It is desirable to use empty or dummy cylinders. These must be identified and marked by the exhibitor.

SOLUTRANS

19 - 23 NOV 2013 LYON • EUREXPO

Forms

an event by

comexposium

The place to be

Refund of French VAT

According to the European Tax Legislation, organisers of international exhibitions and service companies have to invoice all services with 19.6 % French Value Added Tax.

Foreign companies **(EU or non-EU)** are, **under certain conditions,** entitled to a refund of VAT paid.

> **Important**
> Companies not belonging to the European Union have the obligation to appoint a French tax representative in order to apply for a tax refund.

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International is specialized in handling VAT refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

Fax Reply Form

Please return to: **TEVEA INTERNATIONAL**
Sophie Muller
64 Rue du Ranelagh – 75016 PARIS – FRANCE
Tel: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23 – Email: mail@tevea.com
www.tevea-international.com
Siret No.: 331 270 280 00059

We participate at the following exhibition:

SOLUTRANS 2013 **From the 19th to the 23rd November 2013**

EUREXPO LYON

Please send us all information and documents concerning the VAT refund claim in following language:

❒ FRENCH ❒ ENGLISH ❒ DEUTSCH ❒ ITALIANO ❒ SPANISH

Company: .....

Address: .....

.....

Postal-code: ..... City: .....Country: .....

Tel: ..... Fax: .....Email: .....

Contact name:.....Date and signature: .....

Form MANDATORY AFFIDAVIT WHEN USING A SERVICE PROVIDER IN FRANCE RESIDING OR ESTABLISHED ABROAD

Please return before October 3, 2013 to:

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

SOLUTRANS 2013

Exhibitor no. ☐☐☐☐☐☐

Company name: ……...

Case manager: ……..……..

Address: ……..

Postcode: ……..…… Town/City: ……

Country: ……...

Tel: : …… Fax: ……..

Mobile: ……

E-mail: ……..

Location reference

☐ Stand no.: …… Pavilion: ……

IMPORTANT: SWORN AFFIDAVIT

I the undersigned ……...

Acting as: ……

For: ……...

Located at:……

Solemnly declare that I: ……

• understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,

• shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in……., on ……

Authorized person's last name, first name, and signature, preceded by the wording "lu et approuvé" [read and approved]·

FORM: SECONDMENT STATEMENT

Use of Foreign Labour by a Service Provider

Please return[1] before October 3, 2013 to:

in French, by fax or electronic transmission

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

EXHIBITOR – SOLUTRANS PARIS 2013

Company name: …… Address: ……

Contact : ……

Tel.: : ……Fax: ……..... Postcode: …… Town/City: ……..……

E-mail: ……..…… Country: ……..……..

➲ **IMPORTANT: the Secondment Statement must be submitted regardless of the seconded foreign employee's nationality**

1 - Service Provider (employer)

Name or Company Name			
Full foreign address			
Telephone		**Fax or e-mail**	
Legal Form			
Employer inscription or registration in the country of establishment		**Register**	
		References	
Corporate director's(s') identity			

2 - Service Provider's representative in France (identity of the representative for the duration of the service)

Last Name			
Address			
Telephone		**Fax or e-mail**	

3 – Service Provider's Principal

Name or Company Name	
Address	

4 – Service in France

Core activity performed			
Address(es) (work site, firm)			
Start Date		**Expected Date**	
Use of dangerous equipment or processes		NO	YES, please specify
Workday start time [2]			
Workday end time [2]			
Number of rest days per week [2]			

FORM: SECONDMENT STATEMENT

Use of Foreign Labour by a Service Provider (cont.)

5 - Seconded Employees(3) (list may be continued on a separate sheet if necessary)

No.	Last Name	First Name	Date of Birth	Nationality
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

No.	Employment Contract Date in Country of Origin [4]	Professional Qualification	Job held in France	Gross monthly salary in France (€)[5]
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Collective Accommodations / Address	

Mandatory Corporate Seal:

Date:

Filer Signature:

[1] An employer who has not filed a statement with the Labour Inspectorate may be subject to a fine provided for third class misdemeanours.

[2] In France, at least one day of rest per week must be granted (a week being understood as from Monday at midnight until Sunday at 11:59 p.m.). The maximum working week is 48 hours per week and 10 hours per day. There is a break between the start and end of work each day and a break is mandatory after 6 hours of effective continuous work.

[3] The employer must specify the identity of all employees to be seconded in France, whether they are European Union nationals or from a non-EU country

[4] Seconded workers in France must be employed before secondment.

[5] Please remember that the minimum hourly rate is €9.43 gross per hour as of 1 January 2013

WORK PERMIT FORM

For a secondment lasting less than three months for foreign employees

Form to be completed and returned before October 3, 2013 to:

with the items and tables attached in French, by registered letter

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

SOLUTRANS 2013

Exhibitor

Company name: ……

Contact: ……

Address 1: ……

Address 2: ……

Postcode: …… Town/City: ……

Country: ……

Tel.: : …… Fax: ……

Tel.: Professional (mobile preferably): ……

E-mail: ……

EMPLOYER'S HANDWRITTEN REQUEST Or, where appropriate, by a person established in France duly authorized to perform administrative procedures in his name and on his behalf presenting the reasons for the secondment and the type of jobs performed in France by the seconded employee(s).

Mandatory Corporate Seal

This procedure is not applicable to employees who are European Union or European Economic Area (EEA) nationals, or to foreign – non-EU citizen – employees who are legally employed by a firm established in the EU, as the latter are not subject to a work permit.

The exempt countries are as follows:
Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxemburg, Malta, The Netherlands, Portugal, United Kingdom, Sweden, Estonia, Hungary, Latvia, Lithuania, Poland , Slovakia, Slovenia, Romania, Czech Republic, Iceland, Liechtenstein, Norway , Switzerland, Andorra , Monaco, and San Marino.

ITEMS TO ATTACH, DRAFTED IN FRENCH

1. One copy of CERFA [French Administrative Form Registration and Revision Centre] form no.13647*01 "Request for a Work Permit for a Seconded Employee (excluding intra-group mobility)" duly completed (it may be downloaded from www.immigration.gouv.fr); do not attach appendices 1, 2, or 3 listed by the document.
2. A letter signed by the seconded employee, stating that he agrees to leave France when his job is complete.
3. A copy of the seconded employee's passport (identification and validity pages).
4. A secondment certificate in the employee's name or a sworn affidavit regarding an application for registration with the French Social Security (in the second case, Social Security registration shall be established through the Bas Rhin URSSAF [Social Security Contribution Collection Office] located at 16 rue Contades, 67307 Schiltigheim Cedex
   Tel.: : +Fax: +33 (0)369323008
   33 (0)1 70 96 13 00 e-mail: cnfe.strasbourg@urssaf.fr
   Website: www.strasbourg.urssaf.fr
5. If a third party is authorized by the employer established abroad to submit the work permit request to the administration, the original of the employer's letter authorizing this person; the authorized person must be capable of providing the requested information and documents.

Date: .....

Filer Signature: .....

WORK PERMIT FORM

For a secondment lasting less than three months for foreign employees (cont.)

no.	Last Name	First name	Gender	Date of Birth	Nationality
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

no.	Expiration Date	Service Start Date	Service End Date	Remuneration (1)	Social Security Secondment(2)	
1					YES	NO
2					YES	NO
3					YES	NO
4					YES	NO
5					YES	NO
6					YES	NO
7					YES	NO
8					YES	NO
9					YES	NO
10					YES	NO

(1) Gross monthly wage or hourly wage if the secondment is less than one month (in euros). Please note the minimum hourly rate is **€9.43 as of January 1st, 2013**

(2) Circle the appropriate wording.

COMEXPOSIUM

70 avenue du Général de Gaulle

F-92058 Paris La Défense Cedex

Tel: +33 (0)1 76 77 11 11

Fax: +33 (0)1 76 77 12 12

www.comexposium.com